
ANNUAL REPORT

TOWN OF WESTFORD

For the Year Ending
JUNE 30

2020



Eva Mae Lord, R.N.
World War I Veteran ~ Suffragist

On the cover

Eva Mae Lord in her World War I Army Nurse's Uniform

“... a resident of Forge Village practically all her life. A registered nurse by profession...a veteran of World War I, Miss Lord served in France with the United State Army, during that conflict.”

– *Lowell Sun, June 24, 1960*

August 28, 1920 was the first voter registration held in Westford following the passage of the 19th Amendment allowing women to vote. Eva Mae Lord was one of the 139 Westford women who registered to vote that day.

– *from research by the League of Women Voters of Westford for the 19th Amendment Centennial on Westford Common, August 23, 2020*

continued on the inside back cover

TOWN OF WESTFORD MASSACHUSETTS

Annual Report

For the fiscal year ending June 30, 2020

Annual Town Election
Tuesday, May 4, 2021

Annual Town Meeting
Saturday, June 12, 2021

CITIZEN ACTIVITY FORM

Town of Westford

GOOD GOVERNMENT STARTS WITH YOU

If you are interested in serving on a town committee, please fill out the Citizen Activity Form on the town's website: data.westfordma.gov/bc/newcaf.php

Or fill out this form and mail it to the Town Manager, Town Hall, 55 Main Street, Westford, MA 01886.

All committee vacancies will be filled by those deemed most qualified to serve in a particular capacity.

Date: _____

Name: _____

Home Address: _____

Mailing Address (if different from home address): _____

Phone Numbers: _____

Email Address: _____

Current Occupation/Current Employer: _____

Narrative: Please tell us how much time you have available and any education, experience, or special skills that may be relevant to the committee(s) you are interested in.

Which committee/board(s) are you interested in (limit 5 per application)? A complete list of town committees and boards is available online at: data.westfordma.gov/bc/

In Memoriam



Joseph R. Connell, Sr.

December 14, 1928 - May 1, 2020

Joe Connell was a lifelong resident of Westford, growing up on First Street in Graniteville. In 1952, two years after returning from his service with the U.S. Marine Corps in Korea, Joe was appointed the town's Superintendent of Streets. Six years later, Joe moved to the Westford Police Department to become one of two permanent patrolmen. In joining the Police Department, Joe was following in the footsteps of his father, John L. Connell, who had been appointed the town's only police officer in 1935 and was serving as Sergeant on the police force in 1958 when his son joined the department.

In 1963, Joe Connell was named Chief of Police, a position he held until his retirement in the fall of 1994.

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ELECTED OFFICIALS AS OF JUNE 30, 2020

Term expires

BOARD OF HEALTH

3-year term

Joanne Belanger	6 Marie Anne Dr.	5/2021
Zac A. Cataldo	121 Depot St.	6/2020
Stephanie D. Granger	101 Russells Way	5/2022
Susan M. Hanly	26 Kirsi Cir.	5/2022
Michele Pitoniak-Crawford	15 Shelly Ln.	5/2020

BOARD OF SELECTMEN

3-year term

Elizabeth M. Almeida	41 West St.	6/2020
G. Thomas Clay	7 Ward Hill Rd.	6/2020
J. Scott Hazelton	76 Nutting Rd.	5/2022
Mark D. Kost	7 Grassy Ln.	5/2021
Andrea Peraner-Sweet	21 Kirsi Cir.	5/2022

HOUSING AUTHORITY

5-year term

Muriel Drake	67 Tadmuck Rd.	5/2024
Carol S. Engel	26 Lowell Rd.	5/2021
Diane Holmes	13 Sandstone Rd.	5/2022

J. V. FLETCHER LIBRARY TRUSTEES

3-year term

Elizabeth S. Diercks	56 Depot St.	5/2022
Marianne C. Fleckner	23R Almeria Cir.	5/2021
Alisha E. Hillam	6 Coolidge Ave.	5/2021
Hajo W. Koester	65 Providence Rd.	6/2020
Robert D. Price	18 Stratton Hill Rd.	6/2020
Glen Secor	56R Pleasant St.	5/2022

MODERATOR

3-year term

Susan M. Spuhler	232 Concord Rd.	6/2020
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PLANNING BOARD

5-year term

Michael E. Bonenfant	3 Hadley Rd.	5/2024
Kate Hollister	25 Vine Brook Rd.	5/2021
Gary Lavelle	2 Meadow View Ln.	6/2020
Dylan H. O'Connor	3 Lambert Way	5/2022
Darrin H. Wizst	1 Noonan Way	5/2023

ELECTED OFFICIALS AS OF JUNE 30, 2020—CONTINUED

SCHOOL COMMITTEE		Term expires
<i>3-year term</i>		
Avery Adam	87 Providence Rd.	5/2021
Megan A. Eckroth	8 Timberlee Ln.	6/2020
Sean P. Kelly	7 Chestnut Rd.	5/2022
Alicia D. Mallon	104 Plain Rd.	5/2022
Gloria Miller	14 Hutchins Way	6/2020
Christopher Sanders	4 Koala Bear Ln.	5/2021
Mingquan Zheng	3 Joyce Cir.	5/2021

APPOINTED OFFICIALS AS OF JUNE 30, 2020

Term expires

AFFORDABLE HOUSING COMMITTEE

Appointed by Board of Selectmen

2-year term

Joan Croteau	10 Groton Rd.	6/30/2021
Maureen George	3 Porter Rd.	6/30/2022
Scott Hazelton	76 Nutting Rd.	6/30/2021
Karen Hudson	35 Carlisle Rd.	6/30/2021
Drew Vernalia	10 Groton Rd.	6/30/2021
Alden Wood	122 Depot St.	6/30/2021

3-year term

Robert F. Downing	40 Nutting Rd.	6/30/2021
Edith Fruscione	8 Starr Cir.	6/30/2023

AFFORDABLE HOUSING TRUST

Appointed by Board of Selectmen

1-year term

Edith Fruscione	8 Starr Cir.	6/30/2021
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2-year term

Joseph P. Diamond	7 Trailside Way	6/30/2022
Robert F. Downing	40 Nutting Rd.	6/30/2022
Andrea Peraner-Sweet	21 Kirsi Cir.	6/30/2022
Robert J. Waskiewicz	120 Groton Rd.	6/30/2022

AGRICULTURAL COMMISSION

Appointed by Board of Selectmen

3-year term

Elizabeth Almeida (alt.)	41 West St.	6/30/2023
Sharon Chew	12 Robinwood Cir.	6/30/2023
Peter Cox	82 Main St.	6/30/2021
Jo Crawford (alt.)	20 Old Homestead Rd.	6/30/2023
Mark O'Lalor	105 Concord Rd.	6/30/2023
Margaret Wheeler	171 Depot St.	6/30/2022

BOARD OF ASSESSORS

Appointed by Town Manager

3-year term

Diane L. Holmes	13 Sandstone Rd.	6/30/2022
Titus Palmer	15 Vose Rd.	6/30/2021

APPOINTED OFFICIALS AS OF JUNE 30, 2020—CONTINUED

Term expires

BOARD OF CEMETERY COMMISSIONERS

Appointed by Town Manager

3-year term

Lisa S. Groves	84 Main St.	6/30/2022
Jennifer Johnson	1 Court Rd.	6/30/2023
Mary D. Lyman	3 Tadmuck Ln.	6/30/2023
Paul F. Murray	12 Wilshire Ave.	6/30/2023
Terry M. Stader	2A Old Colony Dr.	6/30/2021

BOARD OF WATER COMMISSIONERS

Appointed by Town Manager

3-year term

Chauncey Chu	1 Green Needles Rd.	6/30/2023
Hugh C. Maguire	127 Cold Spring Rd.	6/30/2021
Titus A. Palmer	15 Vose Rd.	6/30/2023
Timothy Hall (alt.)	51 North Main St.	6/30/2022

BYLAW REVIEW COMMITTEE

Appointed by Board of Selectmen

3-year term

David B. Chandler	26 Hillside Ave.	6/30/2021
Jean Croteau	10 Boutwell Hill Rd.	6/30/2023
Joan Croteau	10 Boutwell Hill Rd.	6/30/2022
Patricia L. Dubey	30 Pleasant St.	No expiration date

CAPITAL PLANNING COMMITTEE

Appointed by Town Manager

Avery Adam	87 Providence Rd.	No expiration date
Chris Barrett	13 Vose Hill Rd.	No expiration date
Heather FitzPatrick	13 Shannon Cir.	No expiration date
Kristina V. Greene	1 Chesapeake Dr.	No expiration date
Paul V. Hajjar	2 Park View Cir.	No expiration date
Mark Kost	7 Grassy Ln.	No expiration date
Thomas J. Mahanna	4 Butterfield Ln.	No expiration date
Ingrid Nilsson	23 Depot St.	No expiration date
Dan O'Donnell	55 Main St.	No expiration date
Bill Olsen	23 Depot St.	No expiration date
Jodi Ross	55 Main St.	No expiration date

APPOINTED OFFICIALS AS OF JUNE 30, 2020—CONTINUED

Term expires

COMMISSION ON DISABILITY

Appointed by Town Manager

1-year term

Scott Hazelton	76 Nutting Rd.	6/30/2022
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3-year term

Joyce Benoit	65 Tadmuck Rd.	6/30/2023
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Raymond Clark	47 Hildreth St.	6/30/2023
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Katherine I. Phaneuf	7 Drawbridge Rd.	6/30/2021
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Patricia Reppucci	15 Lucille Ave.	6/30/2021
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Anita Tonakarn-Nguyen	9 Plain Rd.	6/30/2022
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COMMUNICATIONS ADVISORY COMMITTEE

Appointed by Board of Selectmen

1-year term

Thomas Spuhler	232 Concord Rd.	6/30/2021
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COMMUNITY PRESERVATION COMMITTEE

Appointed by Board of Selectmen

3-year term

Chris Barrett	13 Vose Hill Rd.	6/30/2023
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Marilyn Frank	6 Chamberlain Rd.	6/30/2022
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Kathleen A. Healy	95 North Main St.	6/30/2021
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Diane Holmes	13 Sandstone Rd.	6/30/2021
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Robert S. Jefferies	11 Boston Rd.	6/30/2021
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Christine M. MacMillan	12 Maple St.	6/30/2021
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Robert D. Price	18 Stratton Hill Rd.	6/30/2022
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Robert Stafford	22 Leland Rd.	6/30/2023
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CONSERVATION COMMISSION

Appointed by Board of Selectmen

3-year term

Noelle L. Donovan	11 Moore Rd.	6/30/2023
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Eric Fahle	9 Long Sought for Pond Rd.	6/30/2023
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Marilyn Frank	6 Chamberlain Rd.	6/30/2022
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James Gozzo	6 Carolina Ln.	6/30/2023
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Ann Jefferies	11 Boston Rd.	6/30/2021
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Peter Mahler	25 Vine Brook Rd.	6/30/2022
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Margaret Wheeler	171 Depot St.	6/30/2023
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CONSTABLE

Appointed by Board of Selectmen

3-year term

Patricia L. Dubey	30 Pleasant St.	6/30/2021
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John R. Sullivan	145 Plain Rd.	6/30/2021
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APPOINTED OFFICIALS AS OF JUNE 30, 2020—CONTINUED

Term expires

COUNCIL ON AGING

Appointed by Town Manager

3-year term

Sandra Collins	3 Polley Rd.	6/30/2022
Nancy Cook	25 North Main St.	6/30/2022
Helena Crocker	34 West St.	6/30/2022
Patricia Holmes	7 Church St.	6/30/2022
George Rogers	60 Pleasant St.	6/30/2021
Robert Tierney	10 Tallard Rd.	6/30/2021
Kathryn S. Wilson	55 Main St.	6/30/2022

CULTURAL COUNCIL

Appointed by Board of Selectmen

3-year term

Claire A. France	6 Country Rd.	6/30/2021
Sheila Grimm	98 Nutting Rd.	6/30/2023
Apparao Karri	102 Russells Way	6/30/2023
Shanti Maheshwari	52 Concord Rd.	6/30/2021
Seema P. Pusalkar	2 Sweetwood Cir.	6/30/2022
Anita Tonakarn-Nguyen	9 Plain Rd.	6/30/2021
Dongchun Wang	10 Quarry Hill Rd.	6/30/2021

DOG PARK TASK FORCE

Appointed by Board of Selectmen

2-year term

Lauren E. Coffey	30 Monadnock Dr.	6/30/2022
Edith Fruscione	8 Starr Cir.	6/30/2022
Karen Hudson	35 Carlisle Rd.	6/30/2022
Chris M. Lengyel	16 Dana Dr.	6/30/2022
Sandy Martinez	95 Main St.	6/30/2022
Kimberley K. Rose	2 Notch Dr.	6/30/2022

APPOINTED OFFICIALS AS OF JUNE 30, 2020—CONTINUED

Term expires

ECONOMIC DEVELOPMENT COMMITTEE

Appointed by Board of Selectmen

3-year term

Thomas P. Barry	27 Stone Ridge Rd.	6/30/2021
Joan E. Bennett	74 Parkhurst Dr.	6/30/2021
Ronald Caterino	45 Stone Ridge Rd.	6/30/2021
G. Thomas Clay	7 Ward Hill Rd.	6/30/2021
Jeff Morrisette	55 Main St.	6/30/2023
William R. Nussbum	29 Stone Ridge Rd.	6/30/2021
Bruce J. Rosenberg	123 Westview Dr.	6/30/2021
Jodi Ross	55 Main St.	6/30/2021
Christina M. Sacco	9 Fieldstone Dr.	6/30/2021
Daniel Burke	12 Misty Ln.	6/30/2021
Daniel Bush (alt.)	45 Stony Brook Rd.	6/30/2021
Jessica DeRoy (alt.)	62 Broadway St.	6/30/2020

EMERGENCY MANAGEMENT

Appointed by Town Manager

1-year term

Joe Targ	65 Boston Rd.	6/30/2021
Tim Whitcomb	53 Main St.	6/30/2021

ENERGY COMMITTEE

Appointed by Board of Selectmen

3-year term

Michael Berlinski	37 Crown Rd.	6/30/2023
Peter D. Berson	6 Holly Ln.	6/30/2023
Gerry DiBello	6 Court Rd.	6/30/2023
Juliette Mount	51 Boston Rd.	6/30/2023
Matthew L. Riegert	8 Castle Rd.	6/30/2022
Todd Palumbo (alt.)	2 Emily Way	6/30/2023

FENCE VIEWER

Appointed by Board of Selectmen

1-year term

Albert Prescott	16 Lake Shore Drive N.	6/30/2021
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APPOINTED OFFICIALS AS OF JUNE 30, 2020—CONTINUED

Term expires

FINANCE COMMITTEE

Appointed by Moderator

3-year term

Liewei Bao	2 Tavern Cir.	6/30/2021
John H. Cunningham	4 Butternut Rd.	6/30/2021
Heather FitzPatrick	10 Kelly Rd.	6/30/2021
Dennis Galvin	90 Concord Rd.	6/30/2023
Kristina V. Greene	1 Chesapeake Dr.	6/30/2022
Beth O. Morrison	10 Kelly Rd.	6/30/2022
Hari Vetsa	4 Mamie Ln.	6/30/2022

HEALTHY WESTFORD COMMITTEE

Appointed by Board of Selectmen

3-year term

Donald Galya	11 Mark Vincent Dr.	6/30/2023
Carol Gumbart	55 Main St.	6/30/2021
William Harman	7A Old Colony Dr.	6/30/2023
Sean P. Kelly	7 Chestnut Rd.	6/30/2022
Kathleen Lynch	1 Rush Rd.	6/30/2022
Shanti Maheshwari	52 Concord Rd.	6/30/2021
Katherine M. Russell	3 Maura Cir.	6/30/2021
Jeffery Stephens	55 Main St.	6/40/2022
Lynn S. Tyndall	42 S. Chelmsford Rd.	6/30/2021
Will Darling (alt.)	7 Flagg Rd.	6/30/2021

HISTORICAL COMMISSION

Appointed by Board of Selectmen

3-year term

Brian G. Alcorn	18 Boston Rd.	6/30/2023
Bruce Doran	4 Leland Rd.	6/30/2023
Brenda Grant	10 Wilson Ln.	6/30/2022
David Gutbrod	74 Depot St.	6/30/2022
David Meichsner	21 Shawnee Pl.	6/30/2023
Robert E. Stafford	22 Leland Rd.	6/30/2023

APPOINTED OFFICIALS AS OF JUNE 30, 2020—CONTINUED

Term expires

INSURANCE ADVISORY COMMITTEE

Voted by unions

Kathy Bourdeau	WEA/Unit B-Nurses	No expiration date
Michael Colson	WEA/Teachers	No expiration date
Marilyn Frank	Retiree representative	No expiration date
Rick Harbaum	AFSCME/School Custodians	No expiration date
Scott Harkins	CWA Union	No expiration date
Tom McEnaney	Non-union representative	No expiration date
Jon Revis	WPWA/Highway	No expiration date
Chris Richard	WSOA-Police-Superiors	No expiration date

LOWELL REGIONAL TRANSIT AUTHORITY

Appointed by Board of Selectmen

Russell J. Badessa	30 Southgate Rd.	No expiration date
Terence J. Ryan	6 Carriage Way	6/30/2022
Bernadette A. Dureault	81 North Main St.	No expiration date

NASHOBA VALLEY TECHNICAL HIGH SCHOOL DISTRICT

Appointed by Moderator, School Committee, and Board of Selectmen

3-year term

Ronald E. Deschenes	86 Tadmuck Rd.	3/31/2023
Emanuel Manolopoulos	11 Butternut Rd.	3/31/2022
Warren Adam (alt.)	87 Providence Rd.	3/31/2022

NORTHERN MIDDLESEX COUNCIL OF GOVERNMENTS

Appointed by Town Manager

3-year term

Darrin Wizst	1 Noonan Way	6/30/2022
Jim Silva (alt.)	98 Chamberlain Rd.	6/30/2021

NORTHERN MIDDLESEX STORMWATER COLLABORATIVE

Appointed by Town Manager

3-year term

Richard J. Barrett	47 Tadmuck Rd.	5/30/2022
Paul Starratt	28 North St.	5/30/2022

APPOINTED OFFICIALS AS OF JUNE 30, 2020—CONTINUED

Term expires

PARKERVILLE SCHOOLHOUSE COMMITTEE

Appointed by Town Manager

3-year term

Heidi Hatke	78R Carlisle Rd.	6/30/2021
June W. Kennedy	31 Old Lowell Rd.	6/30/2021
Florence Michaelides	Non-resident	6/30/2021
Bonnie Oliphant	3 Robinson Rd.	6/30/2023
Roger Plaisted	175 Carlisle Rd.	6/30/2021
John Wilder	61 Carlisle Rd.	6/30/2021

PARKS AND RECREATION COMMISSION

Appointed by Town Manager

3-year term

Chris Barrett	13 Vose Hill Rd.	6/30/2022
Kristi L. Bates	23 Pierce Ave.	6/30/2021
Kathleen M. Burns	2 LaSalette Rd.	6/30/2021
Lauren E. Coffey	30 Monadnock Dr.	6/30/2021
Michael S. Furman	26 Palermo St.	6/30/2022
John W. McNamara	11 Hillside Ave.	6/30/2021
Michael Sawyer	6 Holly Ln.	6/30/2022

PEDESTRIAN SAFETY COMMITTEE

Appointed by Board of Selectmen

3-year term

Chris Barrett	13 Vose Hill Rd.	6/30/2023
Don Galya	11 Mark Vincent Dr.	6/30/2023
Scott Hazelton	76 Nutting Rd.	6/30/2022
Kate Hollister	25 Vine Brook Rd.	6/30/2021
Karen Hudson	35 Carlisle Rd.	6/30/2022
Mingquan Zheng	3 Joyce Cir.	6/30/2021

PERMANENT TOWN BUILDING COMMITTEE

Appointed by Board of Selectmen

2-year term

Gary Lavelle	2 Meadow Ln.	6/30/2022
Kirk Ware	5 Granada Dr.	6/30/2022

3-year term

Nancy J. Cook	25 North Main St.	6/30/2022
Thomas J. Mahanna	4 Butterfield Ln.	6/30/2023
Jeanne K. Roberts	1 Hildreth St.	6/30/2023
Scott Hazelton	76 Nutting Rd.	6/30/2023
James Zegowitz (alt.)	178 Carlisle Rd.	6/30/2022

APPOINTED OFFICIALS AS OF JUNE 30, 2020—CONTINUED

Term expires

PERSONNEL ADVISORY COMMITTEE

Appointed by Board of Selectmen

3-year term

Joan E. Bennett	74 Parkhurst Dr.	6/30/2021
Judith E. Ramirez	14 Beaver Dam Dr.	6/30/2021

RECORDS AND ARCHIVES COMMITTEE

Appointed by Town Manager

3-year term

Patricia Dubey	30 Pleasant St.	6/30/2023
Ellen S. Harde	39 Main St.	6/30/2022
Pat Louch	82 Main St.	6/30/2023
Sandra Martinez	95 Main St.	6/30/2022
Virginia Moore	1 Oak St.	6/30/2022
Bob Oliphant	3 Robinson Rd.	6/30/2022

RECYCLING COMMISSION

Appointed by Town Manager

3-year term

Kris Erickson	41 Keyes Rd.	6/30/2022
Corey Groves	4 Blueberry Ln.	6/30/2023
George H. Haines	2 Canter Cir.	6/30/2023
Ellen S. Harde	39 Main St.	6/30/2021
Elizabeth P. Sawyer	6 Holly Ln.	6/30/2021
Charles Stark	14 Christopher Rd.	6/30/2022
Kenneth Teal	3 Beaver Dam Dr.	6/30/2022

REGISTRARS OF VOTERS

Appointed by Board of Selectmen

3-year term

Patricia Dubey	55 Main St.	No expiration date
Dina Donahue	5 Country Rd.	6/30/2023
Alisa Nakashian-Holsberg	6 Betty Ln.	6/30/2021
John H. Ricketson	2 Randolph Cir.	6/30/2023

APPOINTED OFFICIALS AS OF JUNE 30, 2020—CONTINUED

Term expires

SCHOLARSHIP AND GRANT COMMITTEE

Appointed by Board of Selectmen

3-year term

William W. Cruikshank	13 Butternut Rd.	6/30/2021
Richard Hendl	10 Hayrick Ln.	6/30/2021
Yen Yen Lim	0 Shannon Cir.	6/30/2023
Michael P. Mead	7 Hayrick Ln.	6/30/2021
Andrea Mejia	23 Depot St.	6/30/2022
Daniel O'Donnell	55 Main St.	6/30/2023
Michelle Smith	4 Polley Rd.	6/30/2023
Jennifer Wizst	1 Noonan Way	6/30/2021

SENIOR LOW-INCOME DISABLED TAX RELIEF COMMITTEE

Appointed by Board of Selectmen

Annette Cerullo	15 North Hill	No expiration date
Christine Collins	55 Main St.	No expiration date
Donald W. Costley	3 Phillips Dr.	No expiration date
Paul Fassbender	14 Texas Rd.	No expiration date
Heather FitzPatrick	13 Shannon Cir.	No expiration date
Henry A. McDowell	109 Cold Spring Rd.	No expiration date
Dan O'Donnell	55 Main St.	No expiration date
Paul Plouffe	55 Main St.	No expiration date
Thomas Spuhler	232 Concord Rd.	No expiration date

TAX POSSESSION SALES COMMITTEE

Appointed by Board of Selectmen

3-year term

Donald Costley	3 Phillips Dr.	6/30/2022
David R. Earl	8B Old Colony Dr.	6/30/2021
Joseph R. Foti	3C Old Colony Dr.	6/30/2022
William Harman	7A Old Colony Dr.	6/30/2022
Apparo Karri	102 Russells Way	6/30/2022
Rose O'Donnell	8 Sassafra Rd.	6/30/2022

APPOINTED OFFICIALS AS OF JUNE 30, 2020—CONTINUED

Term expires

35 TOWN FARM ROAD TASK FORCE

Appointed by Board of Selectmen

Lynn L. Cohen	16 Fletcher Rd.	No expiration date
Nancy J. Cook	25 North Main St.	No expiration date
Marilyn Day	51 Graniteville Rd.	No expiration date
David G. Gutbrod	74 Depot St.	No expiration date
Ellen S. Harde	39 Main St.	No expiration date
J. Scott Hazelton	76 Nutting Rd.	No expiration date
Diane Hendriks	11 Crown Rd.	No expiration date
Pat Louch	1 Pleasant St.	No expiration date
Roberta H. McGuire	60 Chamberlain Rd.	No expiration date
George E. Murray	14 Heywood Rd.	No expiration date
Joe Targ	65 Boston Rd.	No expiration date
Robert J. Waskiewicz	120 Groton Rd.	No expiration date

TOWN AND SCHOOL SAFETY TASK FORCE

Appointed by Board of Selectmen

2-year term

G. Thomas Clay	7 Ward Hill Rd.	6/30/2022
Kristina V. Greene	1 Chesapeake Dr.	6/30/2022
Susan M. Hanly	26 Kirsir Cir.	6/30/2022
J. Scott Hazelton	76 Nutting Rd.	6/30/2022
Thomas McEnaney	53 Main St.	6/30/2022
Bill Olsen	23 Depot St.	6/30/2022
Denise Pidgeon	100 Littleton Rd.	6/30/2020
Jodi Ross	55 Main St.	6/30/2022
Joe Targ	24 Bayberry Rd.	6/30/2022
Valerie Young	4 Marie Anne Dr.	6/30/2022

3-year term

Omogbemile Augustina Garrett	9 Myrtle Av.	6/30/2023
Emily Z. Gilstrap	17 Oak Rd.	6/30/2023
Jeffrey Hillam	6 Coolidge Av.	6/30/2023
Carolyn Jerzylo	4 Fernwood Dr.	6/30/2023
Omar Laurino	16 Durkee Ln.	6/30/2023
Albert Prescott	16 Lake Shore Dr. N.	6/30/2023

TOWN FOREST COMMITTEE

Appointed by Town Manager

3-year term

Richard J. Barrett	28 North St.	6/30/2022
Jim Gozzo	6 Carolina Ln.	6/30/2022
Hugh C. Maguire	127 Cold Spring Rd.	6/30/2022

APPOINTED OFFICIALS AS OF JUNE 30, 2020—CONTINUED

Term expires

T.R.E.A.D. COMMITTEE

Appointed by Town Manager

3-year term

Christine Collins	55 Main St.	6/30/2021
Sandy Collins	39 Polley Rd.	6/30/2021
Nancy J. Cook	25 North Main St.	6/30/2021
Diane Holmes	13 Sandstone Rd.	6/30/2021
Patricia C. Reppucci	15 Lucille Ave.	6/30/2022

12 NORTH MAIN STREET TASK FORCE

Appointed by Town Manager

3-year term

Thomas P. Barry	27 Stone Ridge Rd.	6/30/2023
Nancy Bissell	11 North Main St.	6/30/2023
Jane L. Calvin	64 Broadway St.	6/30/2023
Nancy J. Cook	25 North Main St.	6/30/2023
Robert F. Downing	40 Nutting Rd.	6/30/2023
David G. Gutbrod	74 Depot St.	6/30/2023
Jane Hughes	29 North Main St.	6/30/2023
Eric Heideman	55 Main St.	6/30/2023
Jeff Morrisette	55 Main St.	6/30/2023
Andrea Peraner-Sweet	21 Kirsir Cir.	6/30/2023
Jeff Stephens	55 Main St.	6/30/2023
James F. Vanbever	13 River St.	6/30/2023
Robert J. Waskiewicz	120 Groton Rd.	6/30/2020
William R. Nussbaum (alt.)	33 Stone Ridge Rd.	6/30/2023

ZONING BOARD OF APPEALS

Appointed by Board of Selectmen

5-year term

Jay Enis	13 Pine Tree Trail	6/30/2023
Robert C. Herrmann	101 Concord Rd.	6/30/2024
James Kazeniac	4 Robinson Rd.	6/30/2022
Paul MacMillan	12 Maple St.	6/30/2025
Scott MacKay	7 Crown Rd.	6/30/2021
David R. Earl (alt.)	8B Old Colony Dr.	6/30/2025
Scott Fitzgerald (alt.)	48R Carlisle Rd.	6/30/2021

PRESIDENTIAL PRIMARY – DEMOCRATIC PARTY

MARCH 3, 2020

	Prec 1	Prec 2	Prec 3	Prec 4	Prec 5	Prec 6	TOTAL
<i>Presidential Preference (Vote for One)</i>							
Blanks	0	0	0	0	0	1	1
Deval PATRICK	4	3	6	4	3	2	22
Amy KLOBUCHAR	16	24	13	14	17	12	96
Elizabeth WARREN	224	253	211	272	206	154	1,320
Michael BENNET	0	0	0	0	1	0	1
Michael R BLOOMBERG	172	101	149	159	150	121	852
Tulsi GABBARD	13	11	13	10	3	11	61
Cory BOOKER	0	1	0	0	0	1	2
Julian CASTRO	0	0	0	0	0	0	0
Tom STEYER	3	4	3	5	11	3	29
9Bernie SANDERS	214	312	238	252	218	203	1,437
Joseph R BIDEN	408	406	400	384	389	286	2,273
John K DELANEY	0	0	0	0	0	0	0
Andrew YANG	1	5	4	1	2	4	17
Pete BUTTIGIEG	46	33	34	32	29	21	195
Marianne WILLIAMSON	0	0	0	1	0	0	1
No Preference	0	4	2	4	0	6	16
Write-ins	2	1	0	0	0	1	4
TOTALS	1,103	1,158	1,073	1,138	1,029	826	6,327

<i>State Committee Man (Vote for One Man)</i>							
Blanks	330	319	272	322	286	240	1,769
Curtis J. LeMAY	772	837	795	812	738	583	4,537
Write-ins	1	2	6	4	5	3	21
TOTALS	1,103	1,158	1,073	1,138	1,029	826	6,327

<i>State Committee Woman (Vote for One Woman)</i>							
Blanks	332	323	276	328	291	244	1,794
Jennifer L. MIETH	767	833	790	802	736	581	4,509
Write-ins	4	2	7	8	2	1	24
TOTALS	1,103	1,158	1,073	1,138	1,029	826	6,327

PRESIDENTIAL PRIMARY – DEMOCRATIC PARTY

MARCH 3, 2020 – CONTINUED

	Prec 1	Prec 2	Prec 3	Prec 4	Prec 5	Prec 6	TOTAL
<i>Town Committee (Vote for not more than 35)</i>							
Blanks	624	617	565	589	554	475	3,424
GROUP	479	541	508	549	475	351	2,903
TOTALS	1,103	1,158	1,073	1,138	1,029	826	6,327

Individual members							
Blanks	33,447	34,625	32,182	33,967	30,775	25,095	190,091
Kathleen A HEALY	502	684	634	675	617	460	3,572
Gloria K MILLER	516	597	553	633	520	378	3,197
Catherine B. RICKETSON	500	581	538	594	511	381	3,105
Alden F WOOD	498	566	541	584	517	380	3,086
Jeanne M O'CONNOR	508	586	545	608	513	381	3,141
Patricia Lehman PARKER	501	570	550	591	515	376	3,103
Augustus P BICKFORD	503	575	535	578	505	369	3,065
James ARCIERO	737	821	764	774	721	523	4,340
Marilyn FRANK	549	618	595	644	567	404	3,377
Write-Ins	9	6	14	11	11	4	55
TOTALS	38,270	40,229	37,451	39,659	35,772	28,751	220,132

Total Democratic Ballots cast	1,103	1,158	1,073	1,138	1,029	826	6,327
<i>Total Registered Democrats</i>	599	706	599	663	607	534	3,708

TOTAL REGISTERED VOTERS	3,048	3,064	2,910	2,888	2,786	2,687	17,383
Total Voter Turnout (all primaries)	1,377	1,397	1,345	1,349	1,264	1,024	7,757
% Voter Turnout	45%	46%	46%	47%	45%	38%	45%

PRESIDENTIAL PRIMARY – REPUBLICAN PARTY

MARCH 3, 2020

	Prec 1	Prec 2	Prec 3	Prec 4	Prec 5	Prec 6	TOTAL
<i>Presidential Preference (Vote for One)</i>							
Blanks	1	3	3	2	2	1	12
William F WELD	26	27	20	34	26	22	155
Joe WALSH	0	1	1	3	3	1	9
Donald J TRUMP	235	199	230	166	192	164	1,186
Roque “Rocky” DE LA FUENTE	1	0	1	1	1	0	4
No Preference	8	3	7	5	2	4	29
Write-ins	0	3	5	0	3	3	14
TOTALS	271	236	267	211	229	195	1,409

<i>State Committee Man (Vote for One Man)</i>							
Blanks	45	27	47	24	31	29	203
Dennis J. GALVIN	226	208	215	187	198	166	1,200
Write-ins	0	1	5	0	0	0	6
TOTALS	271	236	267	211	229	195	1,409

<i>State Committee Woman (Vote for One Woman)</i>							
Blanks	17	21	13	16	10	10	87
Mary L BURNS	37	33	41	23	32	35	201
Kathleen LYNCH	217	182	213	171	187	150	1,120
Write-ins	0	0	0	1	0	0	1
TOTALS	271	236	267	211	229	195	1,409

PRESIDENTIAL PRIMARY – REPUBLICAN PARTY

MARCH 3, 2020 – CONTINUED

	Prec 1	Prec 2	Prec 3	Prec 4	Prec 5	Prec 6	TOTAL
<i>Town Committee (Vote for not more than 35)</i>							
Blanks	158	145	160	116	135	125	839
GROUP	113	91	107	95	94	70	570
TOTALS	271	236	267	211	229	195	1,409

Blanks	7,690	6,810	7,635	5,857	6,515	5,612	40,119
Kathleen LYNCH	217	169	215	170	182	144	1,097
Wayne L WAGNER JR	124	103	125	105	98	86	641
Dennis J GALVIN	190	166	175	162	153	129	975
Dina Marie DONAHUE	123	101	117	106	99	82	628
Alisa A. NAKASHIAN-HOLSBERG	121	100	111	102	101	86	621
Kathleen M GALVIN	151	128	150	144	129	112	814
Robert H MASOW	124	98	119	105	98	78	622
Michael P DONAHUE	124	103	122	107	103	85	644
Patricia A CHESSA	120	94	111	106	97	78	606
William J MANTVILLE	127	97	118	107	101	87	637
Tina POIST	124	96	117	104	101	85	627
M Catherine PANETTA	127	96	115	106	104	78	626
Cheryl A LONGTIN	122	99	114	104	98	79	616
Write-ins	2	0	1	0	1	4	8
TOTALS	9,486	8,260	9,345	7,385	7,980	6,825	49,281

Total Republican Ballots cast	271	236	267	211	229	195	1,409
Total Registered Republicans	366	339	356	354	333	296	2,044

TOTAL REGISTERED VOTERS	3,048	3,064	2,910	2,888	2,786	2,687	17,383
Total Voter Turnout (all primaries)	1,377	1,397	1,345	1,349	1,264	1,024	7,757
% Voter Turnout	45%	46%	46%	47%	45%	38%	45%

PRESIDENTIAL PRIMARY – GREEN-RAINBOW PARTY

MARCH 3, 2020

	Prec 1	Prec 2	Prec 3	Prec 4	Prec 5	Prec 6	TOTAL
<i>Presidential Preference (Vote for One)</i>							
Blanks	0	0	0	0	0	0	0
Dario HUNTER	0	0	0	0	0	0	0
Sedinam Kinamo Christin							
Moyowasifza CURRY	0	0	0	0	0	0	0
Kent MESPLAY	0	0	0	1	0	0	1
Howard HAWKINS	0	0	1	0	1	0	2
No Preference	0	0	0	0	0	0	0
Write-ins	0	1	0	0	0	0	1
TOTALS	0	1	1	1	1	0	4

<i>State Committee Man (Vote for One Man)</i>							
Blanks	0	1	1	1	1	0	4
Write-ins	0	0	0	0	0	0	0
TOTALS	0	1	1	1	1	0	4

<i>State Committee Woman (Vote for One Woman)</i>							
Blanks	0	1	1	1	1	0	4
Write-ins	0	0	0	0	0	0	0
TOTALS	0	1	1	1	1	0	4

<i>Town Committee (Vote for No More than 10)</i>							
Blanks	0	10	10	0	10	0	30
Write-ins	0	0	0	0	0	0	0
TOTALS	0	10	10	0	10	0	30

Total Green-Rainbow ballots cast	0	1	1		1	0	4
<i>Total Registered Green-Rainbow</i>	0	4	2		2	2	10

TOTAL REGISTERED VOTERS	3,048	3,064	2,910	2,888	2,786	2,687	17,383
Total Voter Turnout (all primaries)	1,377	1,397	1,345	1,349	1,264	1,024	7,757
% Voter Turnout	45%	46%	46%	47%	45%	38%	45%

PRESIDENTIAL PRIMARY – LIBERTARIAN PARTY

MARCH 3, 2020

	Prec 1	Prec 2	Prec 3	Prec 4	Prec 5	Prec 6	TOTAL
<i>Presidential Preference (Vote for One)</i>							
Arvin VOHRA	0	0	0	0	0	0	0
Vermin Love SUPREME	0	1	0	0	1	0	2
Jacob George HORNBERGER	0	0	0	0	0	0	0
Samuel Joseph ROBB	0	0	0	0	0	0	0
Dan Taxation is Theft BEHRMAN	0	0	0	0	1	1	2
Kimberly Margaret RUFF	0	0	0	0	0	0	0
Kenneth Reed ARMSTRONG	0	0	2	0	0	0	2
Adam KOKESH	0	0	0	0	0	0	0
Jo JORGENSEN	0	0	0	0	1	0	1
Max ABRAMSON	0	0	0	0	1	0	1
Blanks	0	0	0	0	0	0	0
No Preference	2	0	0	0	1	2	5
Misc. Write-ins	1	1	2	0	0	0	4
TOTALS	3	2	4	0	5	3	17

<i>State Committee Man (Vote for One Man)</i>							
Blanks	3	2	4	0	5	3	17
Misc. Write-ins	0	0	0	0	0	0	0
TOTALS	3	2	4	0	5	3	17

<i>State Committee Woman (Vote for One Woman)</i>							
Blanks	3	2	4	0	5	3	17
Misc. Write-ins	0	0	0	0	0	0	0
TOTALS	3	2	4	0	5	3	17

<i>Town Committee (Vote for No More than 10)</i>							
Blanks	30	20	40	0	50	29	169
Write-ins	0	0	0	0	0	0	0
TOTALS	30	20	40	0	50	29	169

Total Libertarian ballots cast	3	2	4	0	5	3	17
<i>Total Registered Libertarian</i>				0			0

TOTAL REGISTERED VOTERS	3,048	3,064	2,910	2,888	2,786	2,687	17,383
Total Voter Turnout (all primaries)	1,377	1,397	1,345	1,349	1,264	1,024	7,757
% Voter Turnout	45%	46%	46%	47%	45%	38%	45%

ANNUAL TOWN ELECTION – JUNE 30, 2020

	Prec 1	Prec 2	Prec 3	Prec 4	Prec 5	Prec 6	TOTAL
<i>Board of Selectmen (3-Year Term) - Vote for 2</i>							
Blanks	116	106	129	130	88	79	648
G Thomas CLAY	362	396	414	409	387	269	2,237
Andrew M SPANOS	290	252	273	243	208	205	1,471
Anita TONAKARN-NGUYEN	356	396	411	393	386	275	2,217
Write-ins	0	4	1	1	1	0	7
TOTALS	1,124	1,154	1,228	1,176	1,070	828	6,580

<i>Board of Health (3-Year Term) - Vote for 2</i>							
Blanks	237	214	251	219	207	190	1,318
Zac CATALDO	443	471	493	473	434	326	2,640
Michele PITONIAK-CRAWFORD	444	468	480	484	429	311	2,616
Write-ins	0	1	4	0	0	1	6
TOTALS	1,124	1,154	1,228	1,176	1,070	828	6,580

<i>Library Trustees (3-Year Term) - Vote for 2</i>							
Blanks	226	220	241	201	192	179	1,259
Robert D PRICE	448	470	502	489	439	322	2,670
Lynn C CLERMONT	447	462	482	486	439	326	2,642
Write-ins	3	2	3	0	0	1	9
TOTALS	1,124	1,154	1,228	1,176	1,070	828	6,580

<i>Moderator (3-Year Term) - Vote for 1</i>							
Blanks	26	19	22	18	26	25	136
Susan McNeill SPUHLER	87	77	102	83	73	74	496
Angela HARKNESS	447	480	489	483	436	314	2,649
Write-ins	2	1	1	4	0	1	9
TOTALS	562	577	614	588	535	414	3,290

<i>Planning Board (5-Year Term) - Vote for 1</i>							
Blanks	65	56	59	62	48	33	323
Gary William LAVELLE	218	252	248	197	186	165	1,266
Robert L SHAFFER JR	279	269	306	328	301	216	1,699
Write-ins	0	0	1	1	0	0	2
TOTALS	562	577	614	588	535	414	3,290

ANNUAL TOWN ELECTION – JUNE 30, 2020 – CONTINUED

	Prec 1	Prec 2	Prec 3	Prec 4	Prec 5	Prec 6	TOTAL
<i>School Committee (3-Year Term) - Vote for 2</i>							
Blanks	97	75	113	110	87	49	531
Gloria K MILLER	216	245	248	306	215	201	1,431
Arthur F BENOIT	183	194	152	185	163	92	969
Jannelle Dion CIOFFI	122	88	83	94	95	94	576
Paul Jacob KRAVITZ	92	129	98	101	96	73	589
Terry RYAN	208	191	246	154	218	164	1,181
Valery L YOUNG	204	231	287	223	195	155	1,295
Write-ins	2	1	1	3	1		8
TOTALS	1,124	1,154	1,228	1,176	1,070	828	6,580

Total Registered Voters	3,016	2,953	2,836	2,763	2,737	2,602	16,907
<i>Precinct Totals:</i>	562	577	614	588	535	414	3,290
Total Voter Turnout	18.6%	19.5%	21.7%	21.3%	19.5%	15.9%	19.5%

SPECIAL TOWN MEETING MINUTES

– OCTOBER 28, 2019

A legal meeting of the inhabitants of the Town of Westford, qualified to vote in Town affairs, was called by the selectmen, held in the Abbot School on Monday, October 28, 2019, commenced at 7:00 pm and the following business was transacted:

Election officers, using voting lists, acted as tellers at the doors.

Town Moderator Susan McNeill Spuhler called the meeting to order at 7:05 pm with over 200 voters present at the meeting. A total of 343 voters attended Town Meeting throughout the evening.

It was voted unanimously to allow department heads, staff and Town Counsel, who are non-voters, to address the meeting and sit with their respective boards and committees.

The Moderator recognized Jerry Koehr for his years of service on the Finance Committee. John Cunningham was introduced as a new Finance Committee member.

Paul Fox was introduced as the new Facilities Director for the town.

The Moderator reminded Town Meeting that a non-binding resolution to bring electronic voting to the next town meeting, with provision for anonymity, had passed by majority vote at the March Annual Town Meeting. Town staff had interviewed three vendors and after careful consideration chose Turning Point Technologies to perform a demonstration of the use of electronic devices (clickers) to vote electronically. Three practice votes were taken. Technology Director Mike Wells answered resident questions about its functionality and security. Many residents expressed their concerns with the accuracy and security of the system. There were other residents who spoke in favor of electronic voting. Resident Alan Moyer of Forrest Road said that it was not on the warrant and asked if it were legal to proceed with it. Town Counsel Gregg Corbo stated that this was a vote for a procedural process and therefore was not required to be on the warrant.

A vote was taken, using the electronic devices, to decide if Town Meeting would allow the demonstration. The vote was 156 - yes and 166 – no. The demo was voted down by a majority vote.

It was voted unanimously to waive the reading of the motions and accept those printed in the salmon colored document entitled 2019 Special Town Meeting Motions and dated Monday, October 28, 2019.

Article 1: Approve Unpaid Bills from Previous Fiscal Year(s)

It was unanimously voted to dismiss this article as there were no unpaid bills.

Article 2: Approve Fiscal Year 2020 Budget Adjustments

It was voted and passed by a majority that the Town raise and appropriate the sum of

\$102,691 (ONE HUNDRED TWO THOUSAND SIX HUNDRED NINETY-ONE DOLLARS) in order to supplement the following Fiscal Year 2020 Operating Budgets:

170 Permitting Expenses	\$4,107
432 Recycling Expenses	\$98,584

SPECIAL TOWN MEETING MINUTES – OCTOBER 28, 2019 – CONTINUED

And further,

That the Town reduce the following Fiscal Year 2020 Operating Budgets by \$88,879 (EIGHTY-EIGHT THOUSAND EIGHT HUNDRED SEVENTY- NINE DOLLARS) as follows:

710 Excluded Debt Service

\$88,879

Article 3: Approve Fiscal Year 2020 Budget Transfers

It was voted unanimously to dismiss Article 3 as there were no budget transfers.

Article 4: Approve Fiscal Year 2020 Capital Appropriations

On a motion made by Finance Director Dan O'Donnell and duly seconded, the Public Buildings amount was amended from \$164,000 to \$260,000. After discussion and debate, it was voted and passed by the majority to amend the Public Buildings amount to \$260,000.

It was then voted and passed by a majority that the Town appropriate from Free Cash the sum of \$721,450 (SEVEN HUNDRED TWENTY-ONE THOUSAND FOUR HUNDRED FIFTY DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

#	DEPARTMENT	AMOUNT	PURPOSE
1	Board of Selectmen / School Committee	\$108,000	Communication equipment for various schools, including all costs incidental thereto (TSSTF Request)
2	Board of Selectmen / School Committee	\$245,000	First responder radio communication upgrade in various schools, including costs incidental thereto (TSSTF Request)
3	Public Buildings	\$260,000	Relocation of Center Fire Station Antenna located at 51 Main Street, including all costs incidental thereto
4	School Department	\$33,450	Design to replace exhaust unit at the Abbot School, including costs incidental thereto
5	Stormwater Management	\$75,000	Town-wide culvert study assessment

And further,

That the Town appropriate from Water Enterprise Retained Earnings the sum of \$170,000 (ONE HUNDRED SEVENTY THOUSAND DOLLARS) to provide for the following capital requests and costs incidental and related thereto;

SPECIAL TOWN MEETING MINUTES – OCTOBER 28, 2019 – CONTINUED

#	DEPARTMENT	AMOUNT	PURPOSE
6	Water Enterprise	\$170,000	Engineering design for the Kirsi Circle and Douglas Road water main replacement project, including all costs incidental thereto

Article 5: Reduce Amount Raised by Taxes in Fiscal Year 2020

It was voted unanimously that the Town transfer the following available funds to reduce the net amount to be raised by taxes for Fiscal Year 2020;

\$ 15,640.19 From Fund Balance Designated for Debt Exclusion Reduction

A motion was made by Nancy Cook of North Main Street, seconded and passed by the majority to take Article 10 out of order.

Article 10: Approve Community Preservation Committee Recommendations

It was voted and passed by the majority that the Town, pursuant to General Laws, [Chapter 44B](#), in accordance with the recommendations of the Westford Community Preservation Committee, appropriate from Community Preservation Funds the sum \$1,737,052 (ONE MILLION SEVEN HUNDRED THOUSAND FIFTY TWO DOLLARS) as follows; and further to authorize the Board of Selectmen to enter into grant agreements with any private entities receiving funding pursuant to this vote, and further to authorize the Board of Selectmen to acquire appropriate deed restrictions on any private property as may be required or appropriate pursuant to the Community Preservation Act:

\$237,052	From Undesignated Fund Balance to the Community Housing Reserve. This allocation more than funds the required 10% for Community Housing.	Community Housing Reserve
\$1,500,000	From Undesignated Fund Balance the sum of \$465,000 (FOUR HUNDRED SIXTY-FIVE THOUSAND DOLLARS) and from the Community Housing Reserve the sum of \$1,035,000 (ONE MILLION THIRTY-FIVE THOUSAND DOLLARS) for the Helena Crocker Affordable Housing Residences and any other related costs.	CHOICE, Inc.

Article 6: Purchase Software Fee Billing and Upgrade for Water Billing and Create a Stormwater Management Utility Enterprise Fund

That the Town appropriate from Water Enterprise Retained Earnings the sum of \$32,078 (THIRTY-TWO THOUSAND SEVENTY-EIGHT DOLLARS) and appropriate from Free Cash the sum of \$42,522 (FORTY-TWO THOUSAND FIVE HUNDRED TWENTY-TWO DOLLARS) to provide for the following capital requests and costs incidental and related thereto;

SPECIAL TOWN MEETING MINUTES – OCTOBER 28, 2019 – CONTINUED

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Technology Department	\$42,522	UBCIS Software for stormwater utility billing, including costs incidental and related thereto
Water Enterprise	\$32,078	UBCIS Software for water billing, including costs incidental and related thereto

Resident Chauncey Chu of Green Needles Road proposed an amendment to divide the question and vote for the two requested amounts separately. The motion was seconded and after discussion it was voted and passed by the majority to take the two appropriations separately.

Dennis Galvin, speaking as a resident, not as a member of the Finance Committee, spoke in opposition to the Stormwater utility billing as a fee. Resident Emily Teller of Texas Road raised a point of order that this article was about software and enterprise, not fee vs. tax. The Moderator declared that the discussion of fee vs tax was not within the four corners of the article and asked that voters address their comments only to the purchase of software for stormwater billing purposes. Discussion continued with some residents opposed and some in favor.

On a motion made and seconded to move the question, it was voted and passed by the majority that the Town appropriate from Free Cash the sum of \$42,522 (FORTY-TWO THOUSAND FIVE HUNDRED TWENTY-TWO DOLLARS) to provide for the purchase of UBCIS Software for stormwater utility billing, including costs incidental and related thereto.

The second part of the article was then debated.

It was voted and passed by the majority that the Town appropriate from Water Enterprise Retained Earnings the sum of \$32,078 (THIRTY-TWO THOUSAND SEVENTY-EIGHT DOLLARS) for UBCIS Software for water billing, including costs incidental and related thereto.

And further

It was voted and passed by the majority that the Town adopt General Laws [Chapter 44, Section 53F½](#), and to create a Stormwater Management Enterprise Fund for the fiscal year commencing on July 1, 2020.

Article 7: Defer Stormwater Utility Fees Assessed under G.L.c.83,s.16 for Low Income Seniors

It was voted and passed by the majority that the town accept the provisions of General Laws [Chapter 83, Section 16G](#), which will allow the Town to defer stormwater utility fees assessed under General Laws [Chapter 83, Section 16](#) if the residence is eligible for the tax exemption for low income seniors under General Laws [Chapter 59, Section 5, Clause Forty First A](#).

SPECIAL TOWN MEETING MINUTES – OCTOBER 28, 2019 – CONTINUED

Article 8: Amend the General Bylaws to Accept the Provisions of General Law c.44 §53E1/2 to Establish a Revolving Fund for the Farmers Market

It was voted and passed by the majority that the Town amend the General Bylaws chapter 138.1 “Revolving Funds”, pursuant to the provisions of [General Laws c.44, §53E½](#) as most recently amended by Section 86 of Chapter 218 of the Acts of 2016, by establishing a new Farmers Market revolving fund and specifying the departmental receipts to be credited to such fund, the departmental purposes or programs for which such fund may be expended, and the entity authorized to expend from such fund, such bylaw amendment to add a new row to the table as follows, and further to establish the revolving fund set forth below for the fiscal year beginning on July 1, 2019:

Ch. 138 Revolving Funds

138.1 There are hereby established in the Town of Westford pursuant to the provisions of General Laws. [c.44, §53E½](#), the following Revolving Funds:

Revolving Fund	Spending Authority	Revenue Source	Allowed Expenses
Farmers Market	Board of Selectmen	Fees from participants in the farmers market	Costs associated with operating the farmers market

Expenditures from each revolving fund shall be subject to the annual limitation established by Town Meeting, and to any additional limitations as otherwise set forth in General Laws [Chapter 44, §53E½](#).

Article 9: Authorize Revolving Funds

It was voted and passed by the majority that the Town, pursuant to General [Laws c.44, §53E ½](#) as most recently amended by Section 86 of Chapter 218 of the Acts of 2016, establish limitations on expenditures from the Farmers Market revolving fund established by Chapter 138 of the General Bylaws, entitled, “Revolving Funds” and the vote taken pursuant to Article 9 at this Special Town Meeting, as follows:

Revolving Account	FY 2020 Expenditure Limit
Farmers Market	\$10,000

Article 11: Authorization for the Board of Selectmen to Petition the General Court for Two (2) Additional All Alcohol On Premises Licenses to be Exercised by Westford Valley Marketplace Located at 160-174 Littleton Road, Westford

It was voted and passed by the majority that the Town authorize the Board of Selectmen to petition the General Court for special legislation authorizing the Town to issue two (2) additional licenses for the sale of all-alcoholic beverages to be consumed on premises, within the Shopping Center commonly known as Westford Valley Marketplace located at 160-174 Littleton Road in Westford, said licenses not be transferred to any other location; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition.

SPECIAL TOWN MEETING MINUTES – OCTOBER 28, 2019 – CONTINUED

Article 12: Amend the Charter to Reflect Inclusive Language Including Renaming the Board of Selectmen to Select Board

It was voted and passed by the majority that the Town authorize the Board of Selectmen to petition the General Court for special legislation to amend the Town of Westford Charter in order to create a gender neutral charter by changing the name of the Board of Selectmen to Select Board and by making certain additional non-substantive changes; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court, and authorize the Board of Selectmen to approve amendments which shall be within the scope of the general public objectives of the petition:

AN ACT RELATIVE TO THE WESTFORD HOME RULE CHARTER ACT.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. The title of the charter of the town of Westford, as established by chapter 480 of the acts of 1989, as amended, which is on file in the office of the archivist of the commonwealth, as provided in section 12 of chapter 43B of the General Laws, is hereby amended by striking out the words “Board of Selectmen”, and inserting in place thereof, the following words: - Select Board.

SECTION 2. Subsection (a) of Section 5 of said charter is hereby amended by striking out the words “board of selectmen” and inserting in place thereof the following words: - select board.

SECTION 3. Subsection (b) of Section 5 of said charter is hereby amended by striking out the words “board of selectmen” each time it appears, and inserting in place thereof, in each instance, the following words: - select board.

SECTION 4. Subsection (c) of Section 5 is hereby amended by striking out the words “other vote of the town meeting” and inserting in place thereof the following words: - by other town meeting vote.

SECTION 5. Section 5 of said charter is hereby amended by striking out the words “said board” each time it appears and inserting in place thereof, in each instance, the following words: - the select board.

SECTION 6. Section 6 of said charter is hereby amended by striking out the words “board of selectmen” and inserting in place thereof the following words: - select board.

SECTION 7. Section 6 of said charter is hereby amended by striking out the words “said board”, each time it appears, and inserting in place thereof, in each instance, the following words:- the select board.

SECTION 8. Section 6 of said charter is hereby amended by striking out the word “He” and inserting in place thereof the following words: - The town manager.

SECTION 9. Section 6 of said charter is hereby amended by striking out the word “his”, and inserting in place thereof the following words: - the town manager’s.

SPECIAL TOWN MEETING MINUTES – OCTOBER 28, 2019 – CONTINUED

SECTION 10. Section 7 of said charter is hereby amended by striking out the words “board of selectmen” and inserting in place thereof the following words: - select board.

SECTION 11. Section 8 of said charter is hereby amended by striking out the words “said board” each time it appears, and inserting in place thereof, in each instance, the following words:- the select board.

SECTION 12. Section 8 of said charter is hereby amended by striking out the words “said town manager” each time it appears, and inserting in place thereof, in each instance, the following words:- the town manager.

SECTION 13. Section 8 of said charter is hereby amended by striking out the words “board of selectmen” and inserting in place thereof the following words: - select board.

SECTION 14. Section 8 of said charter is hereby amended by striking out the word “him” and inserting in place thereof the following words: - the town manager.

SECTION 14. Section 8 of said charter is hereby amended by striking out the word “he” and inserting in place thereof the following words: - the town manager.

SECTION 15. Section 8 of said charter is hereby amended by striking out the words “by town meeting vote” and inserting in place thereof the following words: - by other town meeting vote.

SECTION 16. Section 9 of said charter is hereby amended by striking out the word “his” and inserting in place thereof the following words: - the town manager’s.

SECTION 17. Section 9 of said charter is hereby amended by striking out the words “said town manager” each time it appears, and inserting in place thereof, in each instance, the following words: - the town manager.

SECTION 18. Section 9 of said charter is hereby amended by striking out the words “board of selectmen” and inserting in place thereof the following words: - select board.

SECTION 19. Section 9 of said charter is hereby amended by striking out the words “said chiefs” and inserting in place thereof the following words: - the police and fire chiefs.

SECTION 20. Section 10 is hereby amended by striking out the words “said town manager” each time it appears, and inserting in place thereof, in each instance, the following words:- the town manager.

SECTION 21. Subsection (c) Section 10 of said charter is hereby amended by striking out the words “said board of selectmen” and inserting in place thereof the following words: - the select board.

SECTION 22. Subsection (b) of Section 11 of said charter is hereby amended by striking out the word “insure” and inserting in place thereof the follow word: - ensure.

SECTION 23. Section 11 of said charter is hereby amended by striking out the words “board of selectmen” each time it appears, and inserting in place thereof, in each instance, the following words: - select board.

SPECIAL TOWN MEETING MINUTES – OCTOBER 28, 2019 – CONTINUED

SECTION 24. Section 11 of said charter is hereby amended by striking out the words “said board of selectmen” every time it appears, and inserting in place thereof, in each instance, the following words: - the select board.

SECTION 25. Subsection (d) of Section 11 of said charter is hereby amended by striking out the words “said town manager” and inserting in place thereof the following words: - The town manager.

SECTION 26. Subsection (e) of Section 11 of said charter is hereby amended by striking out the words “said board” and inserting in place thereof the following words: - the select board.

SECTION 27. Subsection (f) of Section 11 of said charter is hereby amended by striking out the words “Said plan” and inserting in place thereof the following words: - This plan.

SECTION 28. Section 12 of said charter is hereby amended by striking out the word “his” each time it appears, and inserting in place thereof, in each instance, the following words: - the town manager’s

SECTION 29. Section 12 of said charter is hereby amended by striking out the word “him” each time it appears, and inserting in place thereof, in each instance, the following words: - the town manager.

SECTION 30. Section 12 of said charter is hereby amended by striking out the words “board of selectmen” each time it appears, and inserting in place thereof, in each instance, the following words: - select board.

SECTION 31. Section 12 of said charter is hereby amended by striking out the words “said board of selectmen” each time it appears, and inserting in place thereof, in each instance: - the select board.

SECTION 32. Subsection (c) of Section 12 of said charter is hereby amended by striking the words “other votes of the town meeting” and inserting in place thereof the following words: - other town meeting votes.

SECTION 33. Subsection (e) of Section 12 of said charter is hereby amended by striking the words “board of selectmen’s” and inserting in place thereof the following words: - select board’s.

SECTION 34. Subsection (f) of Section 12 of said charter is hereby amended by striking out the word “them” and inserting in place thereof the following words: - the board.

SECTION 35. Subsection (f) of Section 12 of said charter is hereby amended by striking out the word “he” and inserting in place thereof the following words: - the town manager.

SECTION 36. Section 13 of said charter is hereby amended by striking out the words “board of selectmen” and inserting in place thereof the following words: - select board.

SECTION 37. Section 14 of said charter is hereby amended by striking out the words “board of selectmen” and inserting in place thereof the following words: - select board.

SECTION 38. Section 15 of said charter is hereby amended by striking out the words “board of selectmen” each time it appears, and inserting in place thereof, in each instance, the following words: - select board.

SPECIAL TOWN MEETING MINUTES – OCTOBER 28, 2019 – CONTINUED

SECTION 39. Section 16 of said charter is hereby amended by striking out the words “board of selectmen” and inserting in place thereof the following words: - select board.

SECTION 40. Section 16 of said charter is hereby amended by striking out the words “Other such regional authorities, districts or committees as may be established by law or interlocal agreement” and inserting in place thereof the following words: - In addition, they will elect other such regional authorities, districts, or committees as may be established by law or interlocal agreement.

SECTION 41. This act shall take effect upon its passage.

Article 13: Approve the Board of Cemetery Commissioners Regulations for Municipal Cemeteries

It was voted and passed unanimously to approve the Town of Westford updated cemetery regulations as follows:

Town of Westford

Regulations for Municipal Cemeteries

The following regulations have been adopted by the Board of Cemetery Commissioners for the governance of all public cemeteries in the Town of Westford, control of which is entrusted to the said Board of Cemetery Commissioners, or Cemetery Commission. The Westford Cemetery Commission consists of five (5) permanent members who meet on a regular basis, typically on the second Tuesday of each month. Said regulations are listed in the following categories:

- I. Definitions
- II. Ownership and Burials
- III. Perpetual Care
- IV. Monuments and Markers
- V. Work on Lots
- VI. General Care
- VII. Columbarium Niches

I. DEFINITIONS

Cemetery Department refers to the Director of Parks, Recreation and Cemetery and the professional staff consisting of the Cemetery Supervisor, Senior Administrative Assistant, Heavy Equipment Operator and other Town employees as may be required.

Green Burial shall mean a burial that allows the body to decompose naturally, returning all elements to the earth through environmentally sound practices. Specific guidelines for Green Burials are noted accordingly under the corresponding sections to follow.

SPECIAL TOWN MEETING MINUTES – OCTOBER 28, 2019 – CONTINUED

II. OWNERSHIP AND BURIALS

1. The Cemetery Commission adopts a schedule of fees for interments and other services and privileges provided to owners. The current fee schedule is available at the Westford Cemetery Department and on the Westford Cemetery Department website.
2. The deed to any lot or grave grants the bearer the sole and exclusive right of burial. At no time does said bearer actually own the property. The person or persons named on the deed to any burial lot or cremation niche will determine who is buried in that lot.
3. No bearer of a deed to the right of burial may sell a lot. Only the Cemetery Commission has the option to buy a lot back at the original price, and only if the lot meets the requirements of the Cemetery Commission. Any owner of a burial deed who wishes to sell an unused lot shall advise the Cemetery Commission. All burials in said graves or cremation niches (lots) shall be under the personal charge of the Director or designee. No interments shall be made until the Director or designee has been furnished with the following:
 - a. Burial permit, as required by the laws of the Commonwealth;
 - b. A signed interment order for the lot in which the interment is to be made;
 - c. All required fees.
4. All fees for opening or preparing a grave shall be paid to the Cemetery Department before interment. No interment shall be made until the fees are paid. See separate fee schedule adopted by the Cemetery Commission. There will be an extra charge for interments scheduled to begin after 3pm on weekdays and on Saturday.

NO INTERMENTS SHALL TAKE PLACE IN TOWN CEMETERIES ON SUNDAY OR ANY OFFICIAL TOWN HOLIDAYS

5. The Cemetery Commission reserves the right to correct any errors that may occur in association with interments or disinterments. The Town, the Cemetery Commission, and its respective officers and employees thereof shall not be held liable for the failure of any device to operate normally or for conditions beyond their control.
6. Green Burials take place in a designated section. Sequential burial is used in this section to minimize disturbance to land and vegetation. One may pre-purchase the right to be buried in this section, however, the actual grave site is not assigned until time of need.
7. In the case of Green Burials, no embalming is permitted during body preparation. Removable medical devices are to be removed prior to burial. Any clothing, jewelry, or mementos buried with the body must be biodegradable. **The Cemetery Department reserves the right to refuse a body that is not properly prepared.**
8. Green Burial containers may include caskets or shrouds and must be made from materials that are biodegradable and nontoxic/nonhazardous. *A Green Burial brochure, specifying the kinds of allowed materials, is provided upon purchase of a*

SPECIAL TOWN MEETING MINUTES – OCTOBER 28, 2019 – CONTINUED

Green Burial lot. Shrouded bodies must be entirely wrapped and must be supported by a solid softwood board, such as pine, which stays in the grave. Plywood and particle boards are not acceptable. **The Cemetery Department reserves the right to refuse a body that is not properly contained.**

9. Vaults and grave liners are not permitted in the Green Burial section.
10. Except in the case of Green Burials, all interments shall be made in an acceptable outer container designed and created for said purpose, and of sufficient strength and durability to constitute a reasonable and permanent support for the weight above it.
11. No grave shall be opened for interment/disinterment by any person not employed by the Town of Westford.
12. Green Burial graves will be dug to a depth of 3-4 feet.
13. Green Burial graves will be mounded to accommodate settling and will then be allowed to return to their natural state.
14. To preserve the distinctive characteristics of the Town's cemeteries and to promote the availability of burial lots for all residents of Westford, the Cemetery Commission reserves the right to establish reasonable limits on the quantity of graves or cemetery lots that may be purchased by one individual or family.
15. For each single grave space purchased, the Westford Cemetery Commission allows up to three (3) cremation (urn) burials, or one traditional (casket) burial and two (2) cremation (urn) burials. In the case of Green Burials, each grave space allows for one full body interment.

III. PERPETUAL CARE

Westford cemeteries are perpetual care cemeteries. The purpose of the perpetual care trust fund, per Massachusetts General Law chapter 114, is for the overall care, maintenance and development necessitated by natural growth and ordinary wear. The perpetual care trust fund principle is set aside for investment and the earned interest thereof is used to provide perpetual care.

A portion of the proceeds from the sale of each grave or burial niche is designated for the perpetual care trust fund, according to the fee schedule adopted by the Cemetery Commission during the budget process.

The Perpetual Care Fund income in no case means the maintenance, repair or replacement of any memorial placed or erected upon any lot or grave nor the planting, cutting, watering or care of any privately planted flowers, trees, or shrubs. Nor does it mean the reconstruction of any granite or special work in the cemetery of a lot or grave. Please refer to MGL c.114 "Cemeteries and Burials" found online for more detailed information.

IV. MONUMENTS AND MARKERS

1. Monuments are not permitted on Green Burial lots.
2. Markers are *not required* for Green Burials. Markers *desired* for Green Burials must be flat, natural, unpolished, locally-sourced stone no larger than 1' x 2'. The top will be set flush with the ground. Engraving is permitted prior to installation.

SPECIAL TOWN MEETING MINUTES – OCTOBER 28, 2019 – CONTINUED

3. Prior to any monument being installed, removed, inscribed, cleaned or repaired, a Monument Permit Application must be submitted to and approved by the Cemetery Department. There is a \$20.00 processing fee for this permit.

*****All rules and regulations regarding any monument or marker installed, removed, inscribed, or repaired are listed on the back of the Monument Permit Application.**

V. WORK ON LOTS

1. Any work to be done in a Town cemetery by anyone other than a Town employee requires approval before and after the work is completed.
2. No materials of any kind will be provided by the Cemetery Department to any outside party.
3. No soliciting for work of any kind will be allowed in the Town's cemeteries.
4. Immediately upon completion of any work on lots, all surplus material will be removed by those doing the work. Avenues or lots, other than those upon which the work is being done, shall not be impacted and must be kept clear at all times.
5. Cemetery Department personnel will take all reasonable care while mowing the grass but cannot be held responsible for accidental damage to plants on lots.

VI. GENERAL CARE

1. The Cemetery Supervisor is responsible for the care of the cemetery, under the oversight of the Director, and authorized by the Cemetery Commission to enforce these rules and regulations.
2. The Green Burial area will be maintained with minimal interference and maximum effort to preserve the natural environment.
3. No pets are allowed in the Town's cemeteries.
4. Genealogy requests will be handled at the convenience of Cemetery Department personnel.
5. Updated price lists for lots and cemetery services are available upon request from the Cemetery Department.
6. Grave decorations such as boxes, shells, seats, vases, lights, balloons, fences, and similar articles left on lots that are inconsistent with the proper keeping of cemetery grounds will be removed by the Cemetery Supervisor without notice. **Such decorations will be stored behind the Cemetery Department office and will be periodically disposed of at the discretion of Cemetery personnel. The Cemetery Department shall not be responsible for these items.**
7. All interments require two full business days advance notice and proper arrangements made with the Cemetery Department.
8. All persons are forbidden from gathering flowers (either wild or cultivated) or removing any trees or shrubs without permission of the Cemetery Supervisor.
9. No person shall mark, deface, or damage any monument, building, rustic seat, or other structure within a cemetery.

SPECIAL TOWN MEETING MINUTES – OCTOBER 28, 2019 – CONTINUED

10. Trees or shrubs that exceed the height of the monument, outgrow locations or become unsightly, shall be trimmed or removed without notice.
11. In the Green Burial section, cut flowers may be placed on top of a recent burial. No decorations, other than cut flowers as stated above, are permitted in this section.
12. Cut flowers, floral frames or baskets will be removed approximately one week after interment. If the family desires, arrangements may be made with the Cemetery Supervisor on the day of the funeral to retrieve any of these items. The Cemetery Department shall not be responsible for any discarded, lost or damaged items.
13. All Memorial Day potted plants and decorations, with the exception of American flags marking the graves of veterans and public safety personnel, will be removed seven days following the holiday. Flags will remain until Veterans Day (November).
14. Artificial flowers, wreaths, sprays, potted plants and decorations are prohibited during mowing season. The preceding will be allowed, except in the Green Burial section, during the winter months, November 1st through April 1st.
15. No plantings of any kind are allowed in the Green Burial section. Planting as referenced in #16, #17, and #18 refer to traditional burial lots.
16. Scattered planting is not allowed. Only one flower bed will be permitted per lot: any bed shall be located in front of the monument, not to exceed the width of the monument and no more than one foot from the base of the monument.
17. Annual planting is allowed, and permission is granted, provided the lot owner agrees to water and weed the planting once a week and remove the plantings at the end of growing season. Neglected planting will be removed by Cemetery Department personnel.
18. Evergreen planting is allowed on monument lots only, and only with prior permission from the Cemetery Supervisor to insure compliance with the cemetery's planting guidelines. A yearly pruning will be done by Cemetery Department personnel.

VII. COLUMBARIUM NICHES

1. Any interment in the columbarium niche will require a permit to be completed and associated fee to be paid before interment. Once paid in full, the owner of a niche will be permitted to erect a bronze plaque, with the dimensions of the plaque to be 10" x 10". Approved plaques will be attached to the niche by Cemetery Department personnel. Each niche can hold a maximum of two urns. The inside dimensions of the columbarium niches at Pine Grove Cemetery are 12" x 12".
2. Decorative items including artificial flowers, solar lights, flags, etc. may not be attached to the columbarium niches or placed in the surrounding area.

With no further business to conduct the Special Town Meeting was adjourned at 10:42 pm.

A True Copy Attest
Patricia L. Dubey
Town Clerk

ANNUAL TOWN MEETING MINUTES – JUNE 20, 2020

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town affairs, held at the Westford Academy Trustees Field on Saturday, June 20, 2020, called to commence at 10:00 am, the following business was transacted:

Election officers, using voting lists, acted as tellers.

Susan McNeill Spuhler, Town Moderator, called the 291st Annual Town Meeting to order at 9:00 AM and led the Pledge of Allegiance. She welcomed those in attendance and thanked them for participating during these unprecedented times of COVID-19 to conduct the important business of the town.

A total of 301 voters were in attendance throughout the meeting.

Chairman of the Board of Selectman Andrea Peraner-Sweet read the following statement:

The Westford Select Board, Town Manager Jodi Ross, Police Chief Tom McEnaney, Deputy Police Chief Mark Chambers, Fire Chief Joe Targ, Westford School Committee and Superintendent Bill Olsen condemn the actions of the Minneapolis Police officers which resulted in the death of George Floyd. We wish to take appropriate steps to share current policy and engage in a broad community discussion in this important area. We were deeply troubled at witnessing the atrocious acts of those officers involved in George Floyd's death. We continue to work hard to make Westford a welcoming place of inclusion and safety, and this work remains the highest priority and should reflect who we are as a community. The actions of the police officers involved in the death of George Floyd do not reflect the value we place on human life in the Town of Westford. As public servants, it is our responsibility to continue to speak out against discrimination, racism, xenophobia, bullying and hatred. It is our responsibility to foster a community that is inclusive and antiracist, where all voices are heard, protected and respected. Being anti-racist goes beyond the absence of overt acts of racism and discrimination. Anti-racism requires that we actively recognize and change the ways in which our systems and structures, our policies and practices, our attitudes and our history have harmed, and continue to harm, our neighbors, our friends, and our families. The methods used by police in Minneapolis that killed George Floyd are not part of any police training program in Massachusetts, including those used by members of the Westford Police Department. The Westford Police Department believes in treating all, including those accused of committing a crime, fairly and with dignity. Officers are trained only to use the amount of force necessary to ensure safety for the suspect, the officers, and the civilians in the area. Additionally, the Westford Police Department has long been at the forefront of progressively training its officers. This includes extensive training in crisis intervention management, mental health awareness, de-escalation procedures, supervisory practices and professional standards. The Westford Police Department is an accredited agency with the Massachusetts Police Accreditation Commission and has adopted program standards that are considered best practices, administratively and operationally. The Department also continuously evaluates the standards to which it holds itself accountable and is committed to achieving excellence in community policing. Westford Fire Rescue EMS shares the values of Westford Police and together are representative of a collective effort to provide all public safety services in a fair and equitable manner. Westford Fire Rescue EMS continues to review its training and culture regarding diversity and inclusion, as well as the effectiveness of that training. We understand that our community members of color experience racism in Westford. As we have heard in recent rallies, protests, and community conversations, incidents of racism

ANNUAL TOWN MEETING MINUTES – JUNE 20, 2020

— CONTINUED

have occurred and continue to occur in Westford in our neighborhoods, in public spaces, in our schools and on our school buses, and in routine interactions throughout our town. Eliminating racism, xenophobia, bullying and hatred will take conversation, education, and training in our public and community institutions.

Westford Schools recognize the critical role the schools play in combating racism, xenophobia, bullying and hatred and are committed to Diversity, Equity, and Inclusion for all students and staff. We recognize that change is not the responsibility of one person, or one group. Change is systemic, and it requires recognizing and acknowledging the areas of needed improvement, and collectively working to address them. As a school system, we are committed to addressing racism, diversity, and inclusion through our policies and practices, our curriculum, and our professional development. Together all of us commit to: - Releasing a summary of key Westford Police policies and training related to use of force, de-escalation and other relevant areas (key documents are available at <https://westfordma.gov/304/Police-Department>) - Releasing a description of data related to race in Westford Police interactions with the public, explanation of how this data is reviewed, and the retraining or other actions taken if patterns that may suggest racial bias are observed - Developing a proposal for ongoing community engagement with Westford Police to ensure we are engaging in best practices in these critical areas - Engaging town leadership in a broader community conversation (currently planned for July 7th) and establishing a confidential method for community members to report incidents that may involve racism xenophobia, bullying, hatred or other forms of discrimination - Providing a description of the Westford School Department's policies and training plans for Diversity, Equity and Inclusion for the 2020-2021 school year - Listening to the community. If any resident has had an experience which is inconsistent with the values expressed in this statement, we encourage you to reach out to any town official or member of the above named boards, so that we can listen, understand and strive to better address your needs and concerns. We will always condemn the words and actions that drive us apart as a community. We look forward to beginning the work that continues to build public trust and draws us closer as a community, emphasizing and prioritizing acceptance and equitable treatment for all.

It was voted unanimously to allow consultants, Town Counsel, and staff who are not residents to sit with their respective boards on the floor of Town Meeting and to address the meeting.

It was voted to waive the reading of the motions and accept as the official motions the document printed on blue paper dated and filed with the Town Clerk on June 3, 2020.

A motion was made and seconded that Citizens Petition Article 12 Articles 13, 14, 15, and 18 be dismissed with the understanding, that with the exception of Article 12, the articles will be brought back for consideration at the next Town Meeting. The motion passed by the majority.

A motion was made and seconded to vote for Article 1, 6, 7,9,10, 11, 16, and 17 as part of a Consent Agenda. The motion passed by the majority.

ANNUAL TOWN MEETING MINUTES – JUNE 20, 2020

— CONTINUED

Article 1: Accept Town Reports

It was voted and passed by the majority under the Consent Agenda to accept the Reports of Town Officers, Boards and Committee for the Fiscal Year 2019.

Article 2: Amend the Wage and Classification Plan

It was voted and passed by the majority that the Town amend the Pay Classification Plan for non-unionized municipal employees, effective March 30, 2020 as follows:

POSITION	CURRENT BAND	MIN	MID	MAX	NEW BAND	MIN	MID	MAX
Department of Public Works Director	N/A				Band 9	115,888	130,374	144,860
Director of Public Works Business Manager	N/A				Band 6	85,270	100,250	115,230
Water Superintendent	7	98,016	111,044	124,071	Band 6	85,270	100,250	115,230
Highway Operations Supervisor					Band 5	74,784	87,921	101,059

Article 3: Approve Capital Appropriations

It was voted and passed by the majority that the Town appropriate from Free Cash the sum of \$987,713 (NINE HUNDRED EIGHTY-SEVEN THOUSAND SEVEN HUNDRED THIRTEEN DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

DEPARTMENT	AMOUNT	PURPOSE
Technology	\$25,000	Town computer replacements
Technology	\$162,800	School computer replacements
Technology	\$150,000	Town-wide VOIP phone system replacement, including costs incidental and related thereto
Police Department	\$166,892	Police station boiler replacement, including costs incidental and related thereto
Fire Department	\$385,000	Self-contained breathing apparatus (SCBA), including costs incidental and related thereto
Schools	\$20,000	Westford Academy visitor bleachers, including costs incidental and related thereto
Schools	\$37,500	Repairs to Crisafulli and Miller School boiler, including costs incidental and related thereto
Schools	\$30,000	Blanchard School flashing signage and safety upgrades, including costs incidental and related thereto
Schools	\$10,521	Stony Brook School generator control repair

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And further

That the Town reauthorize and transfer the sum of \$133,532 (ONE HUNDRED THIRTY-THREE THOUSAND FIVE HUNDRED THIRTY-TWO) from the following capital project appropriations:

<i>PROJECT</i>	<i>AMOUNT</i>	<i>TOWN MEETING VOTE</i>
Main Street Reconstruction	\$3,731.84	Article 7, April 2, 2016 ATM
Plain Road Sidewalk Construction	\$8,122.15	Article 7, April 2, 2016 ATM
Keyes Road Culvert Reconstruction	\$121,678.01	Article 6, March 28, 2015 ATM

To provide for the following capital request:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Schools	\$133,532	Westford Academy generator replacement, including costs incidental and related thereto

It was voted and passed by the required 2/3 majority that the Town appropriate the sum of \$570,000 (FIVE HUNDRED SEVENTY THOUSAND DOLLARS) for the purpose of replacing the exterior access controls at the nine Westford public schools and the school administration building located at 23 Depot Street, including costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to [Massachusetts General Laws Chapter 44 Section 7 or Section 8](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20](#) of the General Laws thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

It was voted and passed by the required 2/3 majority that the Town appropriate the sum of \$110,000 (ONE HUNDRED TEN THOUSAND DOLLARS) for the purpose of purchasing portable radios for school staff, including costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to [Massachusetts General Laws Chapter 44 Section 7 or Section 8](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20](#) of the General Laws thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

It was voted and passed by the required 2/3 majority that the Town appropriate the sum of \$1,830,000 (ONE MILLION EIGHT HUNDRED THIRTY THOUSAND DOLLARS) for the purpose of replacing the Kirsi Circle, Douglas Road, and Anderson Lane water main, including costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to

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borrow said amount under and pursuant to [Massachusetts General Laws Chapter 44 Section 7 or Section 8](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20](#) of the General Laws thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

A motion was made to take Article 8 out of order. The motion failed for lack of a second.

Article 4: Appropriate from Sale of Cemetery Lots Receipts Reserved for Cemetery Improvements

It was voted and passed by the majority that the Town appropriate from the sale of cemetery lot receipts reserved in accordance with Massachusetts General Law [Chapter 114, Section 15](#) the sum of \$30,000 (THIRTY THOUSAND DOLLARS) for care, improvements and embellishments, or the enlargement of the Pine Grove Cemetery.

COMMUNITY PRESERVATION FUNDS

Article 5: Approve Community Preservation Committee Recommendations

First Motion: That the Town hear and act on the recommendations of the Westford Community Preservation Committee in accordance with Massachusetts General Laws, [Chapter 44B](#), and appropriate from Community Preservation Funds the sum of \$1,221,023 (ONE MILLION TWO HUNDRED TWENTY ONE THOUSAND TWENTY THREE DOLLARS) for the purposes set forth below; and further to authorize the Board of Selectmen to enter into grant agreements with any private entities receiving funding pursuant to this vote, and further to authorize the Board of Selectmen to acquire appropriate deed restrictions as may be required or appropriate pursuant to the Community Preservation Act:

\$190,000	From Undesignated Fund Balance for the Conservation Trust Fund for future open space land purchases and any other related costs.	Westford Conservation Commission
\$17,960	From Undesignated Fund Balance for the Forge VFW baseball field dugouts and any other related costs.	Westford Parks & Recreation Commission
\$40,000	From Undesignated Fund Balance for the Forge VFW skate park equipment and any other related costs.	Westford Parks & Recreation Commission
\$111,500	From Undesignated Fund Balance for the Ronan McElligott Playground safety surfacing installation and any other related costs.	Westford Parks & Recreation Commission

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\$97,150	From Undesignated Fund Balance for the Healthy Lakes and Ponds Program and any other related costs.	Westford Healthy Lakes and Ponds Collaborative
\$14,413	From Historic Resources Fund Balance for the Pageant Field Stone Wall restoration and any other related costs.	Westford Conservation Trust
\$750,000	From Undesignated Fund Balance for the design and construction of eight (8) tennis courts at the Robinson School and any other related costs.	Westford Public Schools

There was discussion as to whether some of the requests were eligible for Community Preservation funding, specifically the \$17,960 request for the Forge VFW baseball field dugouts. Ellen Harde stated that when the town voted to accept the Community Preservation Act in 2001, this was not allowable use of funds. CPC Chairman Kathleen “Toody” Healy said there have been changes since the implementation in 2001. Town Counsel John Giorgio opined that funds could be used for this purpose. Ms. Harde said that 2001 guidelines were relevant because that is what was approved by Town Meeting.

On a motion made and seconded, the recommendations listed, with the exception of the Forge VFW baseball field dugouts, were approved unanimously.

After further debate, the question as to whether to approve funding of the baseball dugouts was moved. After the vote, it was determined that a hand count should be conducted. There were 153 yes and 98 no.

It was voted and passed by the majority that the Town act on the recommendations of the Westford Community Preservation Committee in accordance with Massachusetts General Laws, [Chapter 44B](#), and appropriate from Community Preservation Funds the sum of \$1,221,023 (ONE MILLION TWO HUNDRED TWENTY ONE THOUSAND TWENTY THREE DOLLARS) for the purposes set forth and further to authorize the Board of Selectmen to enter into grant agreements with any private entities receiving funding pursuant to this vote, and further to authorize the Board of Selectmen to acquire appropriate deed restrictions as may be required or appropriate pursuant to the Community Preservation Act.

Second Motion: That the Town appropriate the sum of \$1,344,152 (ONE MILLION THREE HUNDRED FORTY FOUR THOUSAND ONE HUNDRED FIFTY TWO DOLLARS DOLLARS) from the Community Preservation fund for the purpose of constructing a new amenities building at Westford Academy’s Trustees Field for recreational purposes, including costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Massachusetts General Laws [Chapter 44B](#) and [44 Section 7 or Section 8](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44](#),

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[Section 20](#) of the General Laws thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

There was prolonged discussion. Building Commissioner Henry Fontaine explained that the town was not in compliance and there could be repercussions. Others felt the funding should not be with Community Preservation funds; that it should be a capital item and be bonded.

On a motion made, and seconded, it was voted by hand count, 184-yes and 110-no, to appropriate the sum of \$1,344,152 for the purpose of constructing a new amenities building at Westford Academy Trustees Field. The motion failed for lack of a 2/3 majority.

At this time, the Gordon Seavey Award was presented by School Superintendent Everett “Bill” Olsen to the Westford Caring Community and Kevin LaCoste, principal of the Robinson School, who has persevered despite debilitating injuries. Nancy Cook, who spearheaded a remarkable fundraising effort for the LaCoste family, accepted the award on his behalf and on behalf of the community.

Town Manager Jodi Ross gave an abbreviated update on the State of the Town. She cautioned that the COVID pandemic has created many unknowns and the town is in uncharted territory.

Article 6: Appropriate for Perchlorate Expenses

It was voted and passed by the majority under the Consent Agenda that the Town appropriate from Free Cash the sum of \$55,000 (FIFTY-FIVE THOUSAND DOLLARS) for the purpose of providing funds to address associated issues regarding perchlorate contamination.

FINANCIAL-FISCAL YEAR 2021

Article 7: Authorize Revolving Funds

It was voted and passed by the majority under the Consent Agenda that the Town vote, pursuant to Massachusetts General Laws, [Chapter 44, Section 53E½](#) as most recently amended by Section 86 of Chapter 218 of the Acts of 2016, to establish limitations on expenditures from the revolving funds established by Chapter 138.1 of the General Bylaws, entitled, “Revolving Funds” as follows:

REVOLVING ACCOUNT	EXPENDITURE LIMIT
Lease of Town Buildings: 65 & 73 Main St & 170 Plain Rd	\$150,000
Recycling Revolving	\$20,000
Recreation Field Maintenance	\$150,000
Senior Center Fitness Room	\$25,000
Senior Center Programs	\$50,000
School Parking	\$80,000
School Bus/Transportation	\$800,000
East Boston Camps Maintenance	\$60,000
Immunizations and Clinical Services	\$60,000

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Community Gardens	\$10,000
Town Forest Management	\$25,000
Farmer's Market	\$10,000

Article 8: Approve Fiscal Year 2021 Operating Budget

It was voted and passed by the majority that the Town raise and appropriate the sum of \$120,880,934 (ONE HUNDRED TWENTY MILLION EIGHT HUNDRED EIGHTY THOUSAND NINE HUNDRED THIRTY FOUR DOLLARS) for the operation and maintenance of Town Departments for the Fiscal Year July 1, 2020 through June 30, 2021, such sums to be expended for such purposes under the direction of the respective town officers, boards and committees and further that all items be raised and appropriated except for the following:

Fund 100 General Fund: \$50,000 shall be appropriated from Overlay Surplus;

Fund 100 General Fund: \$11,701.86 shall be appropriated from Fund Balance Designated for Debt Exclusion Reduction;

Fund 240 Community Preservation Fund: \$807,327 shall be appropriated from Community Preservation Fund Fiscal 2021 Revenue;

Fund 280 Town Revolving Funds: \$3,000 shall be appropriated from Senior Center Fitness Room Revolving 53 E ½;

Fund 600 Water Enterprise Fund: \$4,344,250 shall be appropriated from Water Enterprise Revenue and \$323,092 from Water Enterprise Retained Earnings;

Fund 630 Recreation Enterprise Fund: \$1,285,100 shall be appropriated from Recreation Enterprise Revenue, \$75,000 shall be appropriated from Recreation Enterprise Retained Earnings, and \$47,153 shall be raised and appropriated;

Fund 640 Ambulance Enterprise Fund: \$875,000 shall be appropriated from Ambulance Enterprise Revenue, \$50,000 shall be appropriated from Ambulance Enterprise Retained Earnings, and \$437,078 shall be raised and appropriated;

Fund 650 Stormwater Enterprise Fund: \$650,138 shall be appropriated from Stormwater Enterprise Revenue and \$600,000 shall be raised and appropriated.

Bob Carter of Nutting Road made the motion to reduce all Stormwater Enterprise funds to zero. It was seconded. There was discussion on how other towns were addressing this unfunded mandate. A vote was taken and failed for lack of a majority.

	FY19 ACTUAL	FY20 BUDGET	FY21 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/ FY21 % CHANGE
GENERAL GOVERNMENT					
122	SELECTMEN				
	Personal Services	0	0	0	N/A
	Expenses	21,440	21,993	22,123	130
	TOTAL	21,440	21,993	22,123	130
					0.6%

ANNUAL TOWN MEETING MINUTES – JUNE 20, 2020

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123	TOWN MANAGER					
	Personal Services	409,087	432,500	423,202	(9,298)	-2.1%
	Expenses	18,784	19,885	19,705	(180)	-0.9%
	TOTAL	427,871	452,385	442,907	(9,478)	-2.1%
131	FINANCE COMMITTEE					
	Personal Services					
	Expenses	8,207	8,665	8,865	200	2.3%
	Reserve Fund		150,000	150,000	0	0.0%
	(Transfers out)		(15,292)	0	15,292	-100.0%
	TOTAL	8,207	143,373	158,865	15,492	10.8%
132	FINANCE DEPARTMENT					
	Personal Services	133,540	145,145	148,370	3,225	2.2%
	Expenses	866	1,715	895	(820)	-47.8%
	TOTAL	134,406	146,860	149,265	2,405	1.6%
135	TOWN ACCOUNTANT					
	Personal Services	248,882	279,134	285,067	5,933	2.1%
	Expenses	40,684	44,260	44,075	(185)	-0.4%
	TOTAL	289,566	323,394	329,142	5,748	1.8%
141	BOARD OF ASSESSORS					
	Personal Services	268,914	289,422	296,998	7,576	2.6%
	Expenses	22,668	92,400	45,900	(46,500)	-50.3%
	TOTAL	291,582	381,822	342,898	(38,924)	-10.2%
145	TREASURER/COLLECTOR					
	Personal Services	249,647	261,570	269,410	7,840	3.0%
	Expenses	43,685	45,305	45,275	(30)	-0.1%
	TOTAL	293,332	306,875	314,685	7,810	2.6%
151	LEGAL SERVICES					
	Personal Services	0	0	0	0	N/A
	Expenses	148,926	190,000	160,000	(30,000)	-15.8%
	TOTAL	148,926	190,000	160,000	(30,000)	-15.8%

		FY19 ACTUAL	FY20 BUDGET	FY21 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/ FY21 % CHANGE
152	HUMAN RESOURCES					
	Personal Services	218,797	227,536	232,170	4,634	2.0%
	Expenses	18,537	21,145	22,384	1,239	5.9%
	Compensation Reserve	13,647	500,000	350,000	(150,000)	-30.0%
	(Transfers out)	0	(275,490)	0	275,490	-100.0%
	TOTAL	250,981	473,191	604,554	131,363	27.8%

ANNUAL TOWN MEETING MINUTES – JUNE 20, 2020

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155	TECHNOLOGY					
	Personal Services	433,569	450,864	460,045	9,181	2.0%
	Expenses	570,527	689,153	609,770	(79,383)	-11.5%
	TOTAL	1,004,096	1,140,017	1,069,815	(70,202)	-6.2%
161	TOWN CLERK					
	Personal Services	238,271	267,549	279,744	12,195	4.6%
	Expenses	21,377	21,680	23,180	1,500	6.9%
	TOTAL	259,648	289,229	302,924	13,695	4.7%
170	PERMITTING DEPARTMENT					
	Personal Services	218,373	260,685	265,705	5,020	1.9%
	Expenses	38,556	43,088	44,549	1,461	3.4%
	TOTAL	256,930	303,773	310,254	6,481	2.1%
171	CONSERVATION COMMISSION					
	Personal Services	87,626	91,293	93,107	1,814	2.0%
	Expenses	5,933	6,325	6,640	315	5.0%
	TOTAL	93,559	97,618	99,747	2,129	2.2%
175	PLANNING BOARD					
	Personal Services	74,547	87,198	92,507	5,309	6.1%
	Expenses	8,135	13,660	13,160	(500)	-3.7%
	TOTAL	82,681	100,858	105,667	4,809	4.8%
176	ZONING BOARD OF APPEALS					
	Personal Services	0	0	0	0	N/A
	Expenses	2,395	2,395	2,395	0	0.0%
	TOTAL	2,395	2,395	2,395	0	0.0%
192	TOWN HALL MAINTENANCE					
	Personal Services	42,997	44,791	45,912	1,121	2.5%
	Expenses	77,629	77,090	68,990	(8,100)	-10.5%
	TOTAL	120,627	121,881	114,902	(6,979)	-5.7%
199	PUBLIC BUILDINGS & PROPERTIES MAINTENANCE					
	Personal Services	53,403	96,725	96,572	(153)	-0.2%
	Expenses	16,151	18,625	65,850	47,225	253.6%
	TOTAL	69,554	115,350	162,422	47,072	40.8%
TOTAL GENERAL GOVERNMENT		3,755,800	4,611,014	4,692,565	81,551	1.8%

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		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/ FY21 % CHANGE
PUBLIC SAFETY						
210	POLICE DEPARTMENT					
	Personal Services	4,659,028	5,011,337	5,205,030	193,693	3.9%
	Expenses	571,078	573,231	545,070	(28,161)	-4.9%
	TOTAL	5,230,107	5,584,568	5,750,100	165,532	3.0%
215	PUBLIC SAFETY COMMUNICATIONS					
	Personal Services	755,717	815,897	826,127	10,230	1.3%
	Expenses	53,171	40,093	48,354	8,261	20.6%
	TOTAL	808,888	855,990	874,481	18,491	2.2%
220	FIRE DEPARTMENT					
	Personal Services	3,158,198	3,263,612	3,331,109	67,497	2.1%
	Expenses	310,610	371,775	355,196	(16,579)	-4.5%
	TOTAL	3,468,807	3,635,387	3,686,305	50,918	1.4%
241	BUILDING DEPARTMENT					
	Personal Services	382,176	398,298	418,031	19,733	5.0%
	Expenses	18,564	19,465	19,055	(410)	-2.1%
	TOTAL	400,740	417,763	437,086	19,323	4.6%
244	SEALER WEIGHTS/MEASURES					
	Personal Services	0	0	0	0	N/A
	Expenses	3,000	3,000	3,000	0	0.0%
	TOTAL	3,000	3,000	3,000	0	0.0%
291	EMERGENCY MANAGEMENT					
	Personal Services	8,784	8,960	9,140	180	2.0%
	Expenses	4,376	4,400	2,450	(1,950)	-44.3%
	TOTAL	13,160	13,360	11,590	(1,770)	-13.3%
292	ANIMAL CONTROL					
	Personal Services	30,127	62,236	48,070	(14,166)	-22.8%
	Expenses	4,943	7,800	4,005	(3,795)	-48.7%
	TOTAL	35,070	70,036	52,075	(17,961)	-25.6%
294	TREE WARDEN					
	Personal Services	2,176	2,220	2,265	45	2.0%
	Expenses	33,601	35,000	35,000	0	0.0%
	TOTAL	35,777	37,220	37,265	45	0.1%
TOTAL PUBLIC SAFETY		9,995,549	10,617,324	10,851,902	234,578	2.2%

ANNUAL TOWN MEETING MINUTES – JUNE 20, 2020

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		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/ FY21 % CHANGE
EDUCATION						
300	WESTFORD PUBLIC SCHOOLS	57,990,048	59,626,571	61,241,359	1,614,788	2.7%
310	NASHOBA TECH	828,888	1,000,697	1,078,168	77,471	7.7%
TOTAL EDUCATION		58,818,936	60,627,268	62,319,527	1,692,259	2.8%

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/ FY21 % CHANGE
PUBLIC WORKS						
405	DEPARTMENT OF PUBLIC WORKS					
	Personal Services	0	0	307,804	307,804	N/A
	Expenses	0	0	500	500	N/A
	TOTAL	0	0	308,304	308,304	N/A
410	ENGINEERING DEPARTMENT					
	Personal Services	241,419	250,520	213,761	(36,759)	-14.7%
	Expenses	4,326	8,910	7,910	(1,000)	-11.2%
	TOTAL	245,745	259,430	221,671	(37,759)	-14.6%
421	HIGHWAY DEPARTMENT					
	Personal Services	1,646,500	1,602,154	1,530,910	(71,244)	-4.4%
	Expenses	1,375,442	1,311,540	1,044,812	(266,728)	-20.3%
	TOTAL	3,021,942	2,913,694	2,575,722	(337,972)	-11.6%
427	STORMWATER MANAGEMENT					
	Personal Services	0	0	0	0	N/A
	Expenses	44,396	37,500	0	(37,500)	-100.0%
	TOTAL	44,396	37,500	0	(37,500)	-100.0%
432	RECYCLING					
	Personal Services	0	0	0	0	N/A
	Expenses	639,814	718,104	723,812	5,708	0.8%
	TOTAL	639,814	718,104	723,812	5,708	0.8%
433	SOLID WASTE					
	Personal Services	0	0	0	0	N/A
	Expenses	1,195,440	1,256,500	1,271,405	14,905	1.2%
	TOTAL	1,195,440	1,256,500	1,271,405	14,905	1.2%
442	WASTEWATER TREATMENT MANAGEMENT					
	Personal Services	0	0	0	0	N/A
	Expenses	224,827	239,215	238,648	(567)	-0.2%
	TOTAL	224,827	239,215	238,648	(567)	-0.2%

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		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/ FY21 % CHANGE
491	CEMETERY DEPARTMENT					
	Personal Services	89,629	94,980	95,407	427	0.4%
	Expenses	17,820	37,300	38,183	883	2.4%
	TOTAL	107,449	132,280	133,590	1,310	1.0%
TOTAL PUBLIC WORKS		5,479,613	5,556,723	5,473,152	(83,571)	-1.5%

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/ FY21 % CHANGE
HEALTH & HUMAN SERVICES						
510	BOARD OF HEALTH					
	Personal Services	440,758	453,054	421,404	(31,650)	-7.0%
	Expenses	25,974	31,630	27,180	(4,450)	-14.1%
	TOTAL	466,732	484,684	448,584	(36,100)	-7.4%
541	COUNCIL ON AGING					
	Personal Services	412,657	434,566	447,588	13,022	3.0%
	Expenses	92,306	112,853	101,000	(11,853)	-10.5%
	TOTAL	504,963	547,419	548,588	1,169	0.2%
543	VETERANS SERVICES					
	Personal Services	70,881	74,355	75,838	1,483	2.0%
	Expenses	52,085	76,200	81,900	5,700	7.5%
	TOTAL	122,966	150,555	157,738	7,183	4.8%
TOTAL HEALTH & HUMAN SERVICES		1,094,662	1,182,658	1,154,910	(27,748)	-2.3%

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		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/ FY21 % CHANGE
CULTURE & RECREATION						
610	LIBRARY					
	Personal Services	1,281,114	1,352,552	1,391,921	39,369	2.9%
	Expenses	350,648	358,786	353,050	(5,736)	-1.6%
	TOTAL	1,631,762	1,711,338	1,744,971	33,633	2.0%
650	PARKS & GROUNDS					
	Personal Services	198,785	224,024	243,019	18,995	8.5%
	Expenses	49,260	53,490	44,581	(8,909)	-16.7%
	TOTAL	248,045	277,514	287,600	10,086	3.6%
660	LAND MANAGEMENT					
	Personal Services	0	0	0	0	N/A
	Expenses	41,901	40,500	42,200	1,700	4.2%
	TOTAL	41,901	40,500	42,200	1,700	4.2%
670	HISTORICAL COMMISSION					
	Personal Services	0	0	0	0	N/A
	Expenses	16,041	16,650	11,800	(4,850)	-29.1%
	TOTAL	16,041	16,650	11,800	(4,850)	-29.1%
TOTAL CULTURE & RECREATION		1,937,748	2,046,002	2,086,571	40,569	2.0%

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/ FY21 % CHANGE
	DEBT SERVICE					
710	DEBT SERVICE					
	Principal & Interest	6,871,725	7,486,926	6,076,950	(1,409,976)	-18.8%
	TOTAL	6,871,725	7,486,926	6,076,950	(1,409,976)	-18.8%
TOTAL DEBT SERVICE		6,871,725	7,486,926	6,076,950	(1,409,976)	-18.8%

ANNUAL TOWN MEETING MINUTES – JUNE 20, 2020

— CONTINUED

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/ FY21 % CHANGE
UNCLASSIFIED						
940	OTHERWISE UNCLASSIFIED					
	Personal Services	0	0	0	0	N/A
	Expenses	(1,038,336)	(949,632)	(1,396,048)	(446,416)	47.0%
	TOTAL	(1,038,336)	(949,632)	(1,396,048)	(446,416)	47.0%
945	EMPLOYEE BENEFITS & MISCELLANEOUS					
	Expenses	16,808,147	17,633,632	18,908,310	1,274,678	7.2%
	TOTAL	16,808,147	17,969,213	18,908,310	1,274,678	7.2%
990	TRANSFERS TO/FROM OTHER TRUSTS					
	Expenses	1,060,115	1,011,026	1,218,957	207,931	20.6%
	TOTAL	1,060,115	1,011,026	1,218,957	207,931	20.6%
	TOTAL UNCLASSIFIED	16,829,926	17,695,026	18,731,219	1,036,193	5.9%
TOTAL GENERAL FUND		104,783,959	109,822,941	111,386,796	1,563,855	1.4%

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/ FY21 % CHANGE
COMMUNITY PRESERVATION FUND						
240	COMMUNITY PRESERVATION					
	Personal Services	4,731	9,000	9,000	0	0.0%
	Expenses	4,439	6,000	6,000	0	0.0%
	Principal & Interest	1,002,179	822,443	792,327	-30,116	-3.7%
	TOTAL	1,011,349	837,443	807,327	-30,116	-3.6%
WATER ENTERPRISE FUND						
600	WATER ENTERPRISE					
	Personal Services	1,160,837	1,284,233	1,219,621	(64,612)	-5.0%
	Expenses	1,508,259	1,598,830	1,682,720	83,890	5.2%
	Reserve Fund	0	230,000	250,000	20,000	8.7%
	Principal & Interest	996,163	1,326,486	1,515,001	188,515	14.2%
	TOTAL	3,665,259	4,439,549	4,667,342	227,793	5.1%
RECREATION ENTERPRISE FUND						
630	RECREATION ENTERPRISE					
	Personal Services	991,015	1,186,122	1,131,798	(54,324)	-4.6%
	Expenses	405,705	264,816	275,455	10,639	4.0%
	TOTAL	1,396,720	1,450,938	1,407,253	(43,685)	-3.0%

ANNUAL TOWN MEETING MINUTES – JUNE 20, 2020

— CONTINUED

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/ FY21 % CHANGE
AMBULANCE ENTERPRISE FUND						
640	AMBULANCE ENTERPRISE					
	Personal Services	791,160	818,861	821,523	2,662	0.3%
	Expenses	564,558	607,940	540,555	(67,385)	-11.1%
	TOTAL	1,355,718	1,426,801	1,362,078	(64,723)	-4.5%
STORMWATER ENTERPRISE FUND						
650	STORMWATER ENTERPRISE					
	Personal Services	0	0	93,564	93,564	N/A
	Expenses	0	0	862,440	862,440	N/A
	Principal & Interest	0	0	294,134	294,134	N/A
	TOTAL	0	0	1,250,138	1,250,138	
TOTAL OPERATING BUDGET		112,213,005	117,977,672	120,880,934	2,903,262	2.5%

Article 9: Appropriate Chapter 90 Local Transportation Funds for Roadway Maintenance

It was voted and passed by the majority under the Consent Agenda that the Town appropriate the proceeds due to the Town under the provisions of Massachusetts General Laws Chapter 90.

Article 10: Appropriate Funds from Water Enterprise Other Post Employment Benefits Stabilization Fund to the Water Enterprise Budget

It was voted and passed by the majority under the Consent Agenda that the Town transfer the sum of \$21,682 (TWENTY ONE THOUSAND SIX HUNDRED EIGHTY TWO DOLLARS) from the Water Enterprise Other Post Employment Stabilization Fund to the Water Enterprise Expenses to pay for the FY21 retiree benefits.

ADMINISTRATIVE

Article 11: Authorize the Board of Selectmen to Accept Easements

It was voted and passed by the majority under the Consent Agenda that the Town authorize the Board of Selectmen, during Fiscal Year 2021, to accept any and all easements for sidewalk, drainage, or other utility purposes, as they may deem in the Town's best interests.

Article 12: Assess the Cost Effectiveness of Outsourcing Ambulance Services

It was voted to dismiss this article.

ANNUAL TOWN MEETING MINUTES – JUNE 20, 2020

— CONTINUED

Article 13: Indigenous Peoples' Day

It was voted to dismiss this article with the understanding that it will be placed on the warrant of the next town meeting.

Article 14: Authorization for the Board of Selectmen to petition the General Court for one (1) additional all alcohol on premises license to be exercised by Veled, Inc. or a Related Entity or its Successor and/or Assign, located at 478 Groton Road, Westford

It was voted to dismiss this article with the understanding that it will be placed on the warrant of the next town meeting.

Article 15: Clarify the Memorandum of Understanding Between the Town of Westford and Westford Community Access TV

It was voted to dismiss this article with the understanding that it will be placed on the warrant of the next town meeting.

GENERAL BYLAW AMENDMENTS

Article 16: Revise the General Bylaws to Merge the Affordable Housing Committee and Affordable Housing Trust into One Committee

It was voted and passed by the majority that the Town, pursuant to General Laws [Chapter 44, Section 55C](#), to increase the number of members of the Board of Trustees of the Affordable Housing Trust by adding six new members so that the total number of members will be eleven, the new members to be appointed for staggered terms of not more than 3 years; and further to request that the Select Board abolish the Affordable Housing Committee which was established by the Select Board in 1987; and further to expand the authority of the Affordable Housing Trust to include the charge given to the Affordable Housing Committee when it was created as follows: investigating and making recommendations to address the affordable housing needs of Westford, setting goals and guidelines for affordable housing, establishing a housing plan, negotiating with developers, and initiating and encouraging the use of Town-owned assets for the development of affordable housing; and further to direct the Select Board to record an Amended Declaration of Trust for the Affordable Housing Trust to reflect the new membership and the additional authority of the Trust as set forth herein.

CARE AND CUSTODY OF TOWN LAND

Article 17: Accept Jennie Richards Road as a Public Way

It was voted and passed by the majority under the Consent Agenda that the Town accept Jennie Richards Road as a Town public way pursuant to Massachusetts General Laws [Chapter 82](#), as laid out by the Board of Selectmen, and further to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain, as easement in said way for all purposes for which public ways are used and maintained.

Article 18: Disposition of 63 Main Street

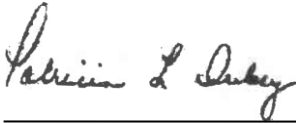
It was voted to dismiss this article with the understanding that it will be placed on the warrant of the next town meeting.

ANNUAL TOWN MEETING MINUTES — JUNE 20, 2020

— CONTINUED

Having no further business to discuss, the 291st Annual Town Meeting adjourned at 11:59 am.

A True Copy Attest:

A handwritten signature in cursive script, reading "Patricia L. Dubey", written in dark ink.

Patricia L. Dubey, Town Clerk

BOARD OF SELECTMEN



Andrea Peraner-Sweet
Chair

G. Thomas Clay
Vice-Chair

Mark Kost
Clerk

Elizabeth Almeida
J. Scott Hazelton

2020 will certainly be a year that we all remember! Virtual meetings, online town services, an outdoor Annual Town Meeting, and a delayed but successful town election, these were only some of the ways our town was impacted by the coronavirus pandemic. The Board of Selectmen (as of November 13, 2020, now known as the Select Board) are truly grateful and appreciative to all of our town employees, led by our Town Manager, for all of their hard work and for going above and beyond to ensure the smooth operation of town services and that our residents continued to be well-served throughout the pandemic.

On March 13 our town offices closed to the public and remained closed until June 22. On March 17, the Selectmen declared a Local State of Emergency. This declaration allowed the town greater latitude to implement associated actions, policies, and procedures intended to help contain the spread of the virus. Much changed very quickly when all public meetings became virtual meetings and operations became more readily available online. Our town staff applied for and received many grants to help town operations continue, and several financial decisions were made to delay certain expenditures until the fall when we could better understand their fiscal impact.

As were all other communities, our town was shocked and outraged at the killing of George Floyd. The Selectmen, together with the School Committee, the Town Manager, the School Superintendent, the Chief and Deputy Chief of Police, and the Fire Chief issued a statement outlining our united commitment to take appropriate actions to ensure that Westford is a safe space for people of color and a welcoming community and respectful environment for all. This statement was delivered to the town publicly at our Annual Town Meeting, which was held June 20 outside on the Westford Academy Trustees Field.

In May/June, the Selectmen began discussing the creation of a Diversity, Inclusion and Equity Committee to analyze our community and town operations, policies, and practices and to make recommendations for consideration to advance and improve Westford's diversity, inclusion, and equity among all residents, officials, and employees. (The Committee, consisting of 22 members along with a liaison from the Selectmen and School Committee, was appointed in October 2020.)

Our town election was also delayed until June 30, with substantial changes made to keep our voters safe.

With the support and assistance of our town officials, staff, boards, commissions, and our tireless volunteers, the Board of Selectmen still managed to have another productive year, even during the pandemic. Highlights of the year include:

BOARD OF SELECTMEN — CONTINUED

- Introduced an article at the October Special Town Meeting to change our Town Charter to reflect inclusive language, which passed, but was held up in the state legislature through June 2020. It is the Board's intent to update our General and Zoning Bylaws with inclusive language once the Charter changes are approved.
- Approved an FY 2021 budget policy directive for the Board and Town Manager to guide the town's FY 2021 budget discussions and decisions. After numerous meetings with the School Committee and Finance Committee, we brought forth an FY 2021 budget approved by all.
- Maintained our AAA rating from Standard and Poor's, with appreciation for our Town Manager's and finance team's efforts to do so.
- Approved an alternative way to honor Memorial Day in light of COVID-19, supporting Veterans Service Officer Ryan Cobleigh's creation of a video and its broadcast on WestfordCAT, including Jim Gozzo playing taps on our Town Common.
- Approved COVID-related Families First Emergency Paid Sick Leave Policy and Emergency Family and Medical Leave Policy to assist employees with medical and other leave requests during the pandemic.
- Assisted with issues related to WestfordCAT, including review of the town's Memorandum of Understanding with it. We participated in multiple public meetings and assisted with and supported improvements within the organization.
- Worked with the Permanent Town Building Committee and its architect to complete the design of a new Center Building to fulfill town department needs and allow for a larger (100-person) meeting room to encourage expanded participation at public meetings. The project was not brought to Annual Town Meeting due to the COVID-19 pandemic.
- Continued the work of the Town and School Safety Task Force, which included evaluating (i) the town's facilities; (ii) procedures related to providing our staff, students, and community a safe environment; and (iii) the community's mental health/wellness with recommendations for improvements. Many capital items were brought to Town Meeting to implement the recommendations. The mental health/wellness analysis continued into the next fiscal year.
- Created a new Stormwater Enterprise Fund and developed budgets, policies, and procedures related to the collection of Stormwater Management fees to ensure compliance with U.S. Environmental Protection Agency and MA Department of Environmental Protection requirements.
- Strategized with the 63 Main Street Task Force on future uses of the property. A citizens' petition was received to sell the property as a single-family residence with an historic preservation restriction to prevent municipal development. Due to COVID-19, this article was delayed until the Fall 2020 Town Meeting.
- Supported the hiring of one additional police officer and one firefighter/paramedic.
- Supported the Town Manager's recommendation to consolidate many departments into a Department of Public Works and the promotion of our Water Superintendent, Steve Cronin, as director of the department.
- Discussed the need for a new school administration building and supported seeking a feasibility study to proceed with this project.
- Continued monitoring the construction of the new asphalt plant located at 540 Groton Road, including monitoring air quality, noise, and truck traffic.

BOARD OF SELECTMEN — CONTINUED

- Continued the process to stabilize and sell 12 North Main Street. The town received a \$64,500 grant for an environmental site assessment from the Brownfields Redevelopment Fund awarded from MassDevelopment and a \$49,996 grant for a limited structural assessment of the property.
- Formed a new 35 Town Farm Road Task Force, with the goal of selling the property for senior low-income housing and a new home for the Westford Food Pantry. Part of the proposal included a new fire training facility to replace the existing one. The attempt to find a new location continued through the spring.
- Continued tracking school enrollment figures during the construction of the 480 apartments and several new housing developments that were underway. Much to our surprise, school enrollment was not greatly impacted, and we continue to track the numbers.
- Investigated Airbnb and other short-term rentals within the town and requested the Planning Board bring a bylaw change to Annual Town Meeting to restrict residential short-term rentals. Our town staff surveyed surrounding communities to see how they are managing this issue.
- Approved the Transportation Hardship Policy for employment, medical services, and necessary errands for Westford residents with transportation hardships.

None of the above accomplishments, along with all the other work the Board of Selectmen engaged in over the year, would be possible without the hard work, dedication, and commitment of our town staff, boards, and committees, elected officials, and countless volunteers. In a year that challenged all of us, the Board extends its deepest appreciation and thanks to all who strive to make Westford the wonderful place it is to live and work.

TOWN MANAGER

Fiscal Year 2020 (FY 2020) was a very interesting, challenging, yet productive year in Westford. Our New Growth was certified at \$1,069,837, an increase of \$740,243 over FY 2019. We received a slight increase in State Aid of \$259,768, totaling \$21,693,368. We collected \$3,607,964 in Motor Vehicle Excise. Our Local Options Excise was \$1,073,118, and we collected \$1,000,146 in licenses and permits. Our Community Preservation Act state contribution increased by \$118,980 over last year, totaling \$500,852. We ended the year with cash reserves of \$8,991,917, or 8.06% of our general fund budget.

During FY 2020, we developed the FY 2021 budget in accordance with the Board of Selectmen's FY 2021 Budget Policy Direction, with a balanced budget proposed, where revenues matched operating expenses. Our FY 2021 operating budget is \$120,880,930.

Health insurance accounted for 9.4% of our budget and was funded at \$11,333,258. We funded Other Post Employment Benefits (OPEB) in the amount of \$1,227,275 for a total fund balance of \$8,354,312, which is an estimated 10.5% of our unfunded liability. We are currently in the top 25% of Massachusetts communities for funding our OPEB liability.

We funded capital at \$4,522,695 with a balance in our Capital Stabilization Fund of \$455,041. We maintained our AAA bond rating from Standard and Poor's, and achieved a SP1+ short term bond rating, which is the highest bond rating they offer.

Other financial accomplishments included:

- Funded two additional Firefighter/Paramedics and one additional Police Officer to support public safety needs.
- Received a successful audit from Melanson Heath for FY 2019 with no management letter for the eighth consecutive year.
- Restarted the town's Safety Committee working with the town's insurance company, Massachusetts Interlocal Insurance Agency (MIIA), to take advantage of an annual 1% premium discount for conducting quarterly Safety Committee meetings. The schools started participating in September 2019.
- Utilized our Pavement Management System to make recommendations on road improvement projects for fiscal years 2019 and 2020. Received Town Meeting approval for an additional \$500,000 of road maintenance beyond our \$890,910 Chapter 90 funds.
- Assisted with securing state funding for the following Transportation Improvement Program (TIP) Projects:
 - Dunstable Road Intersection: 2019 award date; \$3,200,000
 - Beaver Brook Bridge Repair: 2022 award date; \$1,800,000 (state DOT Project Review Committee approved funding)
 - Boston Road Reconstruction: award date to be determined; \$6,000,000

Jodi Ross
Town Manager

Eric Heideman
Assistant Town Manager

Samantha Gray
Project/Procurement Specialist



TOWN MANAGER—CONTINUED

- Released a Request For Proposal for recycling collection, transportation, and disposal services and awarded a new five-year contract to Waste Management, saving the town approximately \$514,000 in proposed contractual increases over the life of the contract.
- Saved approximately \$400,000 in electric usage through two virtual net metering agreements.
- Applied for and received numerous grants across town departments, including:
 - \$2,500 from the Greater Lowell Community Foundation COVID Relief Fund for the Council on Aging (COA) to assist with weekly food distribution and “grab and go” meals
 - \$3,700 from the 2020 Emerson Hospital Awards Program to support their Aging Mastery and transportation programs for the COA
 - \$4,000 from the Massachusetts Council on Aging to fund a mental health course, “Live Your Best Life”
 - \$4,000 Greater Lowell Community Foundation for Uber Transportation Pilot Program
 - \$4,275 from the MIIA for cemetery workers’ safety equipment
 - \$4,650 Emergency Management Agency grant
 - \$5,200 from Food and Drug Administration for our food inspection program
 - \$6,000 Pedestrian Safety Grant for bicycle and pedestrian safety
 - \$7,400 Cultural Council Grant from the Massachusetts Cultural Council
 - \$11,700 from Commonwealth of Massachusetts Department of Environmental Protection for Recycling Dividends Program for the Sustainable Materials Recovery Program
 - \$19,290 from U.S. Dept of Justice and Emergency Preparedness grants for bullet proof vests
 - \$20,000 from the Metropolitan Area Planning Council (MAPC) to the Health Department for assistance in responding to the COVID-19 pandemic
 - \$25,000 from the MAPC Community Compact Best Practices Program for the purposes of partially funding our town-wide culvert assessment project
 - \$22,000 from the Food and Drug Administration (FDA) for employee training, new inspection equipment, food safety education training, and to complete standard #5 of the FDA retail standards
 - \$37,500 from National Grid for the purposes of partially funding road resurfacing expenses for Lowell Road
 - \$40,000 from the Executive Office of Public Safety for the Safer Schools and Communities “Local Equipment and Technology” program
 - \$40,000 from Hanover RS Construction for transportation services/improvements on Route 110
 - \$40,248 from Executive Office of Elder Affairs Formula Grant for senior programs
 - \$46,210 from the MAPC to pay the salary of the Upper Merrimack Valley Medical Reserve Corps Program Coordinator
 - \$64,500 from Mass Development to fund a Phase II Environmental Site Assessment at 12 North Main Street
 - \$70,163 from the Water Management Act Grant Program for the Stony Brook Flow Restoration Project
 - \$73,100 from the Community Compact Cabinet’s Information Technology Grant Program for a software upgrade to implement stormwater billing

TOWN MANAGER—CONTINUED

- \$88,918 from Massachusetts 911 Department for dispatcher training, support, and overtime
- \$95,000 from Green Communities Grant (our sixth) for a total of \$1,232,013 in Green Community funding
- \$105,000 from MA Department of Transportation for the Abbot School Pedestrian Improvement Project
- 500-gallon foam trailer package from Newport Materials as part of mitigation agreement

Continuation of Town Operations During the Unanticipated COVID-19 Pandemic

Our town buildings closed to the public on March 13, 2020 as a result of the pandemic. We reacted immediately to continue town operations and ensure our town staff, town officials, and residents were kept as safe as possible, and our residents were able to continue to utilize our town services, as required. The Board of Selectmen declared a Local State of Emergency related to the pandemic, and implemented associated actions, policies, and procedures related to helping to contain the spread of COVID-19:

- Immediately sought the purchase of additional personal protective equipment for all public safety personnel.
- Successfully orchestrated the transition of all town boards/committees from in-person public meetings to virtual meetings with staff support.
- In response to the U.S. Congress Families First Coronavirus Response Act, brought new policies to the Board of Selectmen for approval, including Emergency Paid Leave and Emergency Family and Medical Leave Policies.
- Once CARES Act and FEMA funding were approved, obtained Selectmen approval for a spending account, and coordinated spending of funds related to COVID-19 expenses.
- Successfully held an outdoor Annual Town Meeting on June 20, 2020 at the Westford Academy Trustees Field, ensuring proper social distancing and safety protocols in place.
- Successfully held a safe Annual Town Election on June 30, 2020.
- Recreation Department developed and held safe spring/summer recreation programs and opened our town beaches.
- Cameron Senior Center staff provided residents in need with deliveries of pre-packaged foods and held outdoor and online activities to provide services, assistance, and entertainment for our most vulnerable residents. They also instituted wellness checks on our seniors, as needed.
- Our town departments assisted our community garden with hands-free devices to allow for opening.
- Our town assisted local restaurants to expand usage of outdoor spaces for drinking and dining.
- Developed COVID-19 Municipal Offices Re-Opening Protocols. Coordinated installation of new safety measures, and reopened town offices on June 22, 2020. Installed two outdoor customer service tents at Town Hall to provide residents a safe location to conduct business with our town departments.

Other Significant Accomplishments and Projects

- Assisted the Board of Selectmen and other town officials with issuing a joint statement in response to George Floyd's death. We made a commitment to take appropriate actions to continue to make Westford a safe space for people of color

TOWN MANAGER—CONTINUED

and continue to make Westford a welcoming community and a safe environment for all.

- Maintained Police Department accreditation standards for FY 2020, which reduces civil liability against our town and instills best practices for rules, regulations, policies, and procedures.
- Assisted the Cemetery Director and Cemetery Commission with updating the Cemetery Rules and Regulations, including green burials, which were presented and approved at the October 2019 Special Town Meeting.
- Completed improvements at Forge Pond Beach, including construction of a new accessible playground, installation of accessible pedestrian pathways, parking and stormwater improvements, and installation of appropriate site furnishings, including new benches and picnic tables.
- Prepared public bid documents, secured contractor, and successfully completed court resurfacing projects at Greystone, Forge VFW, and Captain Stephen Hamilton fields, to include two additional multi-use basketball/pickleball courts at Greystone.
- Coordinated a state/federal/local officials roundtable on August 16, 2019 where we discussed stormwater management mandates and asked for state or federal assistance.
- Assisted with the coordination of the new Chapter 40B large apartment projects and other new subdivisions reviewing their impacts on all of our town and school departments, including funding additional public safety personnel.
- Achieved a Subsidized Housing Inventory (SHI) in excess of 13.75% giving us safe harbor from Comprehensive Permits (Chapter 40Bs).
- Released request for proposals to identify and select a design firm to assist with the renovations and expansion of the Graniteville American Legion Complex.
- Entered into contract with a design firm to provide full engineering design services for the Boston Road Reconstruction Project. Progressed to 25% design.
- Completed new Prospect Hill Water Storage Tank, which was put into service in September 2019.
- Worked with residents and MassDOT to advance the Stony Brook Bridge Project as a restoration of the historic bridge, and to prevent the demolition and replacement of the stone arch bridge with an out-of-character new bridge.
- Worked with State Senator Edward Kennedy to successfully include the Moore Road, Oak Hill Road, and Plain Road Improvement Project on Senate's Transportation Bond Bill. The engineering design is complete. This project will significantly improve the town's water distribution system and stormwater management system and link two of the town's largest sidewalk networks. Was on Annual Town Meeting warrant, delayed until October 2020 Special Town Meeting.
- Completed design, secured an appropriation, and are completing construction on the Kirsi Circle, Douglas Road, Anderson Lane Water Main Replacement Project.
- Entered an inter-municipal agreement with the Town of Tyngsborough for paramedic intercept services and billing.
- After 10 years of discussing/planning, created a Department of Public Works with Town Meeting approval. Created job descriptions, organizational chart, mission statement, and FY 2021 budget for a proposed Department of Public Works. Presented information before various boards/committees, all of whom supported unanimously. Sponsored article on 2020 Annual Town Meeting warrant to approve the consolidation of the DPW, which was passed at Town Meeting.

TOWN MANAGER—CONTINUED

- Updated Sexual Harassment Policy and offered mandatory sexual harassment and cultural awareness and diversity training to all town staff.
- Organized “Trick or Treating at Town Hall” for Westford children and preschools.
- Participated in community electric aggregation procurement managed by Good Energy. Secured residents/businesses with a new electric aggregation contract, effective January 2021, with a base electric rate of \$0.10385 per kWh. The “default rate” will be \$0.10708, which includes 10% additional renewable energy, as voted by the Board of Selectmen. Residents and businesses have the option to opt-down to the base rate or opt-up to 50% or 100% renewable energy.
- Participated in Town of Westford Business Forum with Economic Development Committee, Westford Business Association, and Northern Middlesex Council of Governments to conduct a SWOT (strengths, weaknesses, opportunities, threats) Analysis for Westford businesses held on November 7, 2019.
- Secured Housing Choice Designation from the Department of Housing and Community Development for a second time. This designation provides us with a distinct advantage when applying for many state grants, and better positions us to respond to increasing demands for town services.
- Our Land Use Management Department secured technical assistance from the Northern Middlesex Council of Governments (NMCOG) for two projects: Planning Ahead for Growth: Economic Development Assessment Report, and Planning Ahead for Housing: Chapter 40R Housing.
- Assisted the Town and School Safety Task Force with creating timeline and implementing recommendations of Guidepost’s Town and School Facilities and Procedures Security Risk Assessment. Assisted with the continued discussion and assessment of the School/Community Mental Health Needs Assessment conducted by Health Management Associates. Received Town Meeting approval of \$1,033,000 to improve our communications and harden the access into our school buildings.
- Assisted Land Use, Fire, and Police Departments with securing Planning Board site plan approval for the installation of a new public safety communications tower to replace the existing tower located on top of the old Center Fire Station. This approval was critical because the new tower must be installed prior to the demolition of the Center Fire Station building to prevent a shutdown of the town’s emergency communications system.
- Assisted with the preservation of 63 Main Street. Assisted with design of parking spaces in rear of property, adjacent to Town Hall parking.
- Assisted the Council on Aging director to coordinate meeting with the 35 Town Farm Road Task Force to express the COA’s interest in obtaining the property for the relocation of the Westford Food Pantry and low-income senior housing for age-qualified and disabled individuals living at or below 50% of the Area Median Income based on the U.S. Department of Housing and Urban Development.
- Coordinated response to new EPA stormwater permit. The Board of Selectmen determined our town needed \$1,000,000 in new revenue to protect the town’s natural resources and keep the town in compliance with EPA regulations. Reviewed impacts on town and school budgets if stormwater management was funded through budgeting within the levy limit for fiscal year 2021. Coordinated efforts of town’s consultants to offer recommendations and answers to questions from the public and town boards. At direction of the Selectmen, after reviewing several stormwater management funding options, asked Town Meeting to approve establishing a

TOWN MANAGER — CONTINUED

Stormwater Enterprise Fund, which was approved. Developed a three-year operational/capital projected budget for the Selectmen to consider.

- Developed a timeline with milestone dates to track tasks related to the desired final outcome for the 35 Town Farm Road project. Assisted the 35 Town Farm Road Task Force and the Fire Department in evaluating multiple locations for the new proposed Fire Training Facility. Developed conceptual plans for the Forge Village Road location. Participated in the establishment of a Memorandum of Agreement between the Fire Department, Board of Water Commissioners, and the Board of Selectmen to allow the usage of Water Department land for the construction of a new modular Fire Training Facility. Prepared a draft request for proposals, historic preservation restriction, and affordable housing restriction for the disposition of the 35 Town Farm Road parcel.
- Applied for and received a \$64,500 Brownfields grant through Mass Development to fund a Phase II Environment Site Assessment for the 12 North Main Street property. Currently working with a licensed site professional to finalize site assessment work. Procured structural engineering services to provide an in-depth condition assessment of the mill building to determine which sections of the building could potentially be preserved and which sections might pose a future public safety hazard. Researched funding options for potential historic preservation efforts and/or partial demolition of the mill building.
- Introduced proposal and demonstration of electronic voting at Special Town Meeting in October 2019.
- Formed a cyber security working group comprised of town and school employees to review current threats and training opportunities and to discuss recommendations for improving our internet-based security.
- Newport Materials asphalt plant construction occurred in 2020.
- Coordinated Acton Road Sidewalk Project with Newport Materials in compliance with settlement agreement. Continued inspection of asphalt plant to monitor impacts to stormwater management and traffic generation.
- Our Land Use Management Department invested many hours regarding the Newport Materials Asphalt Plant. Efforts to date include the following:
 - Reviewed Settlement Agreement and respective Planning Board decisions (Special Permit for a Major Commercial Project, Special Permit for work within a Water Resource Protection Overlay District, Site Plan Review, and Stormwater Management Permit) to ensure compliance with terms and conditions of approval.
 - Conducted multiple site visits and provided documentation of satisfaction for every Planning Board condition of approval prior to signing off on the Certificate of Occupancy. Provided a list of vehicle counts from 2019 through May of 2020 for the entrance to the Newport Materials Asphalt Plant. Uploaded all of this information to the town's website for review by the public.
 - Upon receipt of complaints from the Town of Chelmsford, used the video monitoring system to investigate allegations that Newport Materials asphalt trucks were exiting through Ledge Road. The video data disproved the assertion.
 - Continue to perform routine checks on video monitoring data.
- Successfully closed out Dunstable Road Transportation Project at Groton Road to improve safety for commuters and pedestrians at a dangerous intersection. Project included new traffic signal, sidewalks, and a rapid flashing pedestrian signal at the

TOWN MANAGER—CONTINUED

MA Department of Conservation & Recreation boat ramp and fishing area. This intersection was the last of 10 scheduled intersection improvements across town, including seven new traffic signals and three redesigned signalized intersections, with competitive construction funding secured from MassDOT.

- Worked with Engineering Department, Pedestrian Safety Committee, local businesses, and project abutters to advance the designs of the Carlisle Road sidewalk and Littleton Road widening projects.
- After receiving complaints from residents, the Board of Selectmen discussed bringing a bylaw change to Annual Town Meeting to restrict residential short-term rentals. We surveyed surrounding communities and real estate agents to see how they are managing this issue. We communicated with owners of existing bed and breakfast establishments and the Summer Village Condominium Association, conducted research, and worked with Town Counsel and the Planning Board to prepare final versions for consideration by the Annual Town Meeting. Due to COVID-19, these articles were rescheduled to the October 2020 Special Town Meeting.
- Continued a unified approach to planning our town infrastructure projects: Water Superintendent, Highway Superintendent, Town Engineer, and representatives of the Town Manager's office met to discuss and coordinate infrastructure projects, such as the Nabnasset Infrastructure Improvement Project on Oak Hill Road. Developed a five-year plan that created efficiencies in design and focused on reducing the impacts of construction projects on our neighborhoods.
- Replaced our reverse 9-1-1 system with new supplier. New system went live on July 1, 2019, also reducing our town's expenses related to this service.

After 12 years as Westford's Town Manager, and 26 years in municipal government, this has been the most challenging time in my entire career. Beginning in late February, but really impacting us in March, the pandemic came on fast and furiously, and presented challenges every day. Coordinating town operations, while attempting to keep our residents, town officials, and staff safe from the virus has required flexibility and creativity. Our town officials and staff rose to the challenge and we successfully continued to manage town operations during this unprecedented time. I could not be prouder of how everyone worked together.

Our town staff and I remain committed to providing Westford residents with the highest level of service possible. We continue to examine every departmental expense for possible cost savings and prepare an annual operating and capital budget that maintains the level of services our residents expect, while protecting our resources for now and the future. Transparency and communication are critical for successful municipal operations. We strive to keep our residents informed and happy with the service we provide.

We are fortunate to have many multi-talented, dedicated residents who freely share their time, knowledge, and expertise while volunteering for our town. Their participation is essential to our operations. Thank you to all town officials, town board and committee members, department heads, town employees, and resident volunteers who help to innovate, guide, preserve, and protect our valuable town resources. Finally, a special thank you to our honorable Board of Selectmen who provide us with the guidance and support that enables us to do our jobs well.

AFFORDABLE HOUSING COMMITTEE

Goal

The Affordable Housing Committee (AHC) advocates for the preservation and development of diversified housing opportunities for families and individuals whose income is less than the median income for the greater Lowell area. The Committee’s goal is to keep this housing within community standards and dispersed throughout the town. The Committee strives to meet the state’s mandate that 10% of the housing stock be permanently affordable to residents earning 80% or less of the area median income for the Westford region (this is the Chapter 40B law). In FY 2020 Westford remained above the state-mandated 10% goal, though with a new census in 2020 there is concern that the town will not maintain this goal. While technically Westford does not have to allow a Chapter 40B development right now, this Committee will continue to encourage all developers to include affordable housing in their plans.

Joan Croteau
Rob Downing
Co-Chairs

Edie Fruscione
Maureen George
Scott Hazelton
Karen Hudson
Drew Vernalia
Alden Wood

Definition of Affordable Housing

Housing affordability is based on median household incomes in the region. The median incomes are determined by the U.S. Department of Housing and Urban Development (HUD), are re-issued annually, and are adjusted for the number of residents living in a home. Current median incomes in the Westford region are:

Median income	Household size	80% of median	50% of median	30% of median
\$108,000	Four people	\$78,500	\$54,000	\$32,400
	Two people	\$62,800	\$43,200	\$25,950
	One person	\$54,950	\$37,800	\$22,700

Membership

There was no change in membership for this fiscal year. There are currently eight members with one vacancy. Lisa Larrabee, Westford Housing Authority Executive Director since December 2018, handles administration for the Committee.

Merger of Committees

One of the big initiatives of the AHC this fiscal year was discussion and ultimately voting on combining the Affordable Housing Committee and the Affordable Housing Trust. Discussion concluded that there are several areas of overlap between the committees and it would ultimately be more efficient to join forces. The vote to merge was presented at June 2020 Town Meeting and approved. For much of the fiscal year the committee meetings were held jointly and as the fiscal year closed the committees were awaiting approval of the Commonwealth of Massachusetts Attorney General to ultimately combine.

COVID-19 Effects

Due to the COVID-19 pandemic there were no Committee meetings for the months of March, April, and May. Beginning in June, meetings were held via electronic meetings such as Go-To-Meeting or Zoom.

New Joint Committee

Members began discussion on the need for a new charter and subcommittees.

AFFORDABLE HOUSING COMMITTEE – CONTINUED

Westford Rental Assistance Program

There was much discussion on the Council on Aging on the Westford Rental Assistance Program (WRAP) with the Committee concluding to fully support this program to assist those facing financial crisis.

Emergency Rental Assistance Program

A subcommittee was formed to investigate development of an emergency rental assistance program for Westford residents adversely impacted by COVID-19 or other disasters.

Ongoing Projects

Helena Crocker Residences – Corner of Littleton and Tadmuck Roads

The current developer will construct a low-income senior facility. It will be limited to low-income seniors who need minor assistance but are able to live independently. It will be managed by the Chelmsford Housing Authority with a full-time manager on site.

12 North Main Street

Use of the property at this point remains to be seen.

Sugar Maple Lane

The 40B townhouse-type subdivision between Powers Road and Route 110 was completed. A lottery was conducted for the affordable units.

Hanover Properties

This multi-family rental apartment complex adjacent to Tech Park West continued with construction during this fiscal year. This project will include two- and three-bedroom apartment-style homes. The percentage of affordable units allowed all units to be counted on the Subsidized Housing Inventory and was instrumental in Westford reaching its over 10% goal.

Alder Point

A small eight-unit town-house project, which will add one unit to the Subsidized Housing Inventory, was substantially complete toward the end of the fiscal year.

21 and 23 Carlisle Road

This property will be an age 55+ development with age 62+ supportive housing. Seventeen units will be market rate, seven will be supportive housing units which represent 29% of total units. A variance was approved by the Zoning Board in February, 2019. As of the end of the fiscal year the project was under construction.

AFFORDABLE HOUSING TRUST FUND

The Affordable Housing Trust Fund (AHTF) is a funding source for the creation and preservation of community and affordable housing in Westford through development, acquisition, renovation, and resale of a variety of housing types. The Community Preservation Committee (CPC) and Town Meeting created the AHTF to provide a more efficient mechanism to address the town's needs.

The AHTF is staffed by Lisa Larrabee, Executive Director of the Westford Housing Authority.

The AHTF is funded by Town Meeting appropriations of Community Preservation Act funds as recommended by the Community Preservation Committee, mitigation payments from developers, and private donations. Members meet regularly in open session as proscribed by law. The AHTF also meets on an 'as needed basis' to accommodate time-sensitive projects. Lisa Larrabee is an integral part of the AHTF's administrative process.

A primary concern of the AHTF is achieving and maintaining the town's compliance with the Massachusetts Comprehensive Permit law (known as 40B). The Trust is pleased to report that with the permitting of two new apartment complexes, Westford is now in compliance with the Comprehensive Permit law with 13. 77% of our housing stock counted as subsidized.

It should be noted that when the results of the decennial census are announced in 2021, our Subsidized Housing Inventory (SHI) percentage will likely go down because while the number of subsidized homes is updated regularly, the number of total homes is only updated with the 10-year census count. While we expect to stay above the 10% SHI level needed to maintain the safe harbor provisions to control 40B developments, the AHTF will monitor this number and continue to advocate for smart increases in the town's subsidized housing stock.

The AHTF provided funding for seven senior housing apartments on Carlisle Road as part of the Balsam Circle development. These apartments are designated for individuals in need of supportive services to assist them in transitioning to an independent living setting. The Council on Aging (COA) came to the AHTF with an innovative proposal for rental assistance. The program will provide rent and counseling for up to five eligible households per year in Westford. The initial term of the program is three years. AHTF members greatly appreciate the initiative the COA took in bringing this program forward.

While not providing funding directly, the AHTF is pleased that Town Meeting approved Community Preservation funds for the Helena Crocker Residences on Littleton Road. This is a project the AHTF has struggled with for many years, and we are grateful to the Community Preservation Committee, Town Meeting, the Commonwealth, and the developer for their support and efforts.

Lastly, at the June 2020 Town Meeting the merger of the AHTF and the Affordable Housing Committee was approved. The merged committee will operate as the AHTF and will be a more efficient and effective advocate for community housing in Westford.

Rob Downing
Chair

Joseph Diamond
Edith Fruscione
Robert Waskiewicz
Trustees

Andrea Peraner-Sweet
Trustee and
Board of Selectmen Representative

AGRICULTURAL COMMISSION

The Agricultural Commission began FY 2020 glowing with pride after a banner FY 2019 that expanded our presence in the community by fostering the creation of a Community Apiary and strengthening our relationship with the Conservation Commission via our adoption of a Memorandum of Understanding. Simultaneously, the Conservation Commission was able to secure a farmer to share the Day Field with our Community Garden and Apiary, making our oversight more important and more interesting than ever. To ensure our work would be as seamless as possible, Margaret Wheeler, a member of the Conservation Commission, joined the Agricultural Commission as a liaison. This has helped expedite communication among all involved.

Mark O’Lalor
Chair

Peter Cox
Treasurer

Jo A. Crawford
Leela Obilichetti

Elizabeth Almeida
Sharon Chew
Alternates

Although FY 2020 soon presented the Agricultural Commission with the universal challenge of carrying on amidst a pandemic, our new Community Garden Co-Chairs Lizzie Edwards and Darren Teyssedou and Community Apiary’s Queen Bee Joana Donaher displayed remarkable and undaunted leadership. All three approached the challenges presented by the pandemic with tenacity and creativity. Our Community Garden was as full and fecund as ever and once again the Community Apiary supported four beehives.

Yet the additional activities at the Day Field presented some challenges with added people and a more diverse focus: commercial vegetable production, personal vegetable production, personal beekeeping, and the large social community-building aspect we have always sought to cultivate. The overlapping interests have strengthened us all, as we realize – especially in the time of the pandemic – how much we rely on each other. This was best demonstrated by the kind, supportive, enlightened approach the Community Garden leadership took when confronted with food theft. In addition to calmly approaching the people who were found taking food they had not grown, the garden leadership developed a “Free” extra vegetable bin for those who may be food insecure.

Food insecurity and the climate crises are some of the major topics the Agricultural Commission has attempted to address. We hosted a representative of the Littleton Community Farm early in FY 2020 to learn about the feasibility of such an Agricultural structure here in Westford. We continue to support the work of the Seed Library in conjunction with the J. V. Fletcher library. These and other innovative ideas to foster a local agriculture ethos will be our focus going forward.

Unfortunately, due to some communication issues our FY 2019 Annual Report was not filed in time for publication last year. To capture the spirit and honor the work of our volunteers we would like to quickly recap.

Community Apiary

The Community Beekeeping Working Group was overseen by resident Joana Donaher. Joana was instrumental in developing material for the poster session at the 2018 Strategic Planning Meeting and fielding questions throughout the night. At each step of the process, from crafting bylaws and ordering supplies to petitioning the Conservation Commission for land and installing bees, Joana’s leadership was instrumental in the Community Apiary’s success.

AGRICULTURAL COMMISSION—CONTINUED

Sun Shelter

Born out of a conversation during our August 2018 meeting on improving relationships between gardeners at the Community Garden came the idea of a Sun Shelter. Jessica Anderson, an active member of the Community Garden, began working with a local Boy Scout Troop and helped develop an Eagle Scout project with Scout Quinn Lacon. Lacon made several presentations to the Agricultural and Conservation Commissions and the shelter was installed in early spring 2019. The shelter has been a welcome addition to our sun-weary gardeners.

Memorandum of Understanding

Since the Community Garden is sited on land overseen by the Conservation Commission, the Agricultural Commission agreed to a Memorandum of Understanding (MOU) with the Conservation Commission in order to clarify our respective roles and responsibilities. Agricultural Commission Vice-Chair Bob Boonstra, who also served on the Conservation Commission, was instrumental in helping us through this process. In particular, Bob encouraged us to incorporate the MOU into any new venture that involves the Day Field such as the Community Apiary. The MOU was very timely as the Conservation Commission was able to lease the other portion of the Day Field to a farmer, Phalla Noi. The MOU helps guide us as we seek to be good neighbors with all involved in the Day Field site.

Community Garden

The Community Garden has been under extraordinary leadership from its inception with Leela Oblichetti and Maya Vitvitska as co-chairs. Their dedication and creative leadership helped create one of Westford's most beloved public spaces. Leela and Maya both resigned in late fall 2018. Lizzie Edwards and Darren Teyssedou stepped in and helped with a flawless transition and successful 2019 Garden season. They both have shown extraordinary dedication to the spirit of cooperation, creativity, and community involvement that have been hallmarks of the Community Garden. We are fortunate to have them at the helm.

Membership Changes

The Commission has had several changes in membership. Former Co-Chair Maya Vitvitska resigned in October 2018, Danielle Battle resigned in January 2019, Keith Bohne resigned in June 2019, and Vice-Chair Robert Boonstra resigned in November 2019. Darren Tesseydou's appointment as a Commission member is pending.

ANIMAL CONTROL DEPARTMENT

The Westford Animal Control Department provides all animal-related services to the Westford community. Our Animal Control Officers (ACOs) are responsible for enforcing the town's General Bylaw, Chapter 84, as well as Massachusetts General Laws, [Chapter 140, Sections 136A](#) through 176. Our officers respond to a variety of citizen requests for assistance, to include dangerous and/or aggressive animal incidents, animal quarantine enforcement, noise and nuisance complaints, leash law complaints and enforcement, sick, injured or deceased animals, public encounters with wildlife, local barn and kennel inspection, conflict mitigation scenarios, and other resident needs.

Eric Heideman
Assistant Town Manager

Our Animal Control Officers also complete the Massachusetts Department of Agriculture "barn book," which is a confidential listing of all privately-owned chickens, horses, goats, pigs, donkeys, llamas, or any other non-domestic animal kept within the town of Westford. The list is then submitted to the Department of Agriculture for proper tracking of animals.

Our staff also work collaboratively with the Fire and Police Departments to assist with calls involving animals, such as motor vehicle accidents, fires, arrests, etc. Westford Animal Control Officers also have cooperative working relationships with other agencies such as the Massachusetts Society for the Prevention of Cruelty to Animals (MSPCA) and Massachusetts Environmental Police. Our officers also comply with yearly continuing education requirements mandated by the Commonwealth of Massachusetts. During Fiscal Year 2020, Animal Control Officers processed a total of 590 logged calls for various service requests.

Staff Directory

Kirsten Hirschler – Animal Control Officer/Animal Inspector

Dan Hurd – Animal Control Officer/Animal Inspector

John Greenhalge – Animal Control Officer

BOARD OF ASSESSORS

The Assessors’ office completed its Interim Revaluation for fiscal year 2020 certification (July 1, 2019–June 30, 2020), based on a valuation date of January 1, 2019. Approximately 1200 parcels were reviewed and/or visited and a thorough analysis of sales occurring in calendar year 2018 was done. The assessors’ office also analyzed all sales, land residuals, and tear downs. Market values have increased in all neighborhoods. Market data reflects a very desirable seller’s market. New growth for FY 2020 was \$64,603,684. This is an increase of approximately 41% from FY 2019. This was due to building permits, completion of all major construction picking up in the past couple fiscal years, and a further review of approximately one-third of Personal Property accounts. The areas of growth were from the following:

Jean-Paul Plouffe
Principal Assessor and Board Member

Lynda McQuade
Assistant Assessor

Titus Palmer
Chair

Diane Holmes
Board Member

- Random construction of single-family homes
- Razing and rebuilds as well as additions and extensive renovations of existing modest homes.
- New construction of apartment buildings and condominiums.

	FY 2019	FY 2020	% change
Total Taxable Assessments	\$4,727,013,661	\$5,011,150,276	6. 01%
Tax Levy	\$78,281,803	\$81,832,084	+4. 53%
Residential Tax Rate	\$16.56	\$16.33	-1. 39%
Average Single-Family Residential Assessed Value	\$532,640	\$565,694	+6. 20%
Average Single-Family Tax	\$8,820.52	\$9,237.78	+4. 73%

The Board of Selectmen voted not to adopt a Small Commercial Exemption for FY 2020. Therefore, keeping a single tax rate applied to all Real Estate and Personal Property classes. The Department of Revenue certified the results of this assessment data to be within their statistical requirements and the tax bills went out on time.

Continued growth in the tax levy resulted in an increase in overall taxes for FY 2020. The Assessors’ office continues to update property data to achieve a higher level of accuracy. This is a constant ongoing process to ensure that tax assessments are equitable to all taxpayers. The more accurate we can make this data, the more accurately the assessments will reflect current market value.

FY 2020 saw an increase in the number of applications for abatements of real estate and personal property from FY 2019. Abatements are typically applied for because property values were adjusted for FY 2020 because of the interim certification and revaluation. Westford is a very desirable community as reflected in market activity and sale prices.

It has been a very busy year for the Assessors’ office due to the completion of the interim certification and revaluation; monitoring the various elderly exemptions, other exemptions and the Community Preservation Act (CPA); and updating cost tables to reflect current market cost. The staff deserves much credit for meeting all the demands

BOARD OF ASSESSORS—CONTINUED

and challenges with competence and dedication to the town. The Assessors' office recognizes that taxes are increasing as the town continues to grow and the demand for services increases. We will strive to continue to provide good customer service to the taxpayers and to make every effort to assist taxpayers in understanding their assessments.

Exemptions

In FY 2020 the Board of Assessors granted 168 statutory exemptions for property taxes in the total amount of \$276,349.01 (veterans, elderly over 70, blind, Clause 41C). This reflects the increase in exemption benefits to all statutory exemptions (Clauses 17D, 22, 37, and 41C) that were permanently increased by 100%. Eighteen applicants were granted a tax deferral under Clause 41A. There were also 174 Community Preservation exemptions applications that were granted. Total CPA adjustments granted, including statutory exemptions and abatements, were \$28,897.37.

Abatements

In FY 2020 there were 129 requests for abatements on real estate and personal property. Of these, 92 abatements were granted, and 37 were denied. There are no pending appeals from previous fiscal years as all were either settled or withdrawn. There are currently two Appellate Tax Board appeals pending for FY 2020.

BRUCE FREEMAN RAIL TRAIL

It has been a very different year (or half-year) for the Bruce Freeman Rail Trail (BFRT). After the ribbon-cutting for the 2.5 miles of Phase 2C (West Concord) on September 27, trail users could travel from the small, new parking lot at the crossing of Commonwealth Avenue near Route 2 to the Sudbury town line. This gave a sense of how long the BFRT actually is and how it facilitates “connecting” through various towns and to their transportation hubs. Only the construction of Phase 2B (the 0.8 mile, 300-foot “flyover” bridge over the divided four lanes of Route 2) is needed for true connection between six of the total eight cities and towns. This Route 2 bridge is currently being constructed by MIG Corporation of Acton, and the Massachusetts Department of Transportation expects it to be completed in the summer or fall of 2021. The plan is that there will be no daytime impact on traffic on Route 2. The BFRT will then be 15 miles in length. Sudbury’s 4.6 miles and Framingham’s 4.8 miles will be the final two phases to complete this rail trail, the longest in Eastern Massachusetts.

Jim Duane
*Director, Parks and
Recreation Department*

Elizabeth Almeida
Liaison, Board of Selectmen

Chris Barrett
Emily Teller
*Westford Board Members,
Friends of the Bruce
Freeman Rail Trail, Inc.*

The (Half) Year of COVID-19

Due to the worldwide pandemic that arrived in the United States in February 2020, just as warmer weather began, many more people than usual were taking advantage of the safe and relatively flat outdoor space that the Bruce Freeman Rail Trail provides. Walkers, riders, joggers, parents with strollers, rollerbladers, people of all ages and abilities were finding that time outside on the BFRT was a huge positive outdoor resource while so many adults were being cautioned to stay “socially distanced” from others.

The annual BFRT “trail count” was conducted in Chelmsford center and the data clearly demonstrated how significant the BFRT had become in 2020. The weather was quite nice on the day of the count. The final 2020 trail count totaled 2,038 trail users, compared with 860 in 2019. The average was 1,160 per year over the previous five years. This year, more than 70% of users were bicyclists, somewhat higher than in previous years. About 25% of users were walkers or runners. In 2019, bicyclists and walkers were about even at 48% each. This year, about 83% of cyclists were wearing helmets, comparable with more recent years’ counts and better than in 2016, when 25% of cyclists wore no helmets.

Bruce Freeman Rail Trail Earns International Award

In April, Richard (Chip) Barrett, Westford Highway Superintendent and president of the New England Chapter of the American Public Works Association (APWA), informed Emily Teller and Chris Barrett that the BFRT won an international award! The APWA had recognized Phase 2C, the West Concord section of the BFRT, as the 2020 Public Works Project of the Year in the category of Small Cities/Rural Communities. This association includes all projects in the United States and Canada. The award promotes excellence in the management and administration of public works projects. As APWA wrote, “Your selection puts you in a very elite group of winners and APWA is proud to have those on this project epitomize the public works profession and our association.”

BRUCE FREEMAN RAIL TRAIL —CONTINUED

Thank You to Many

The Bruce Freeman Rail Trail does not get plowed to enable cross-country skiing when there is sufficient snow. The hardworking teams of both the Parks and Recreation and Highway Departments, overseen by Jim Duane and Chip Barrett, keep the trail clear of debris, and they sometimes also remove downed limbs and trees. The Select Board continues to be supportive when any rail trail issues arise.

Events Must Be Registered

Organizations planning an organized event on the BFRT need to register on the BFRT website with at least 60 days advance notice. This form is used by the member towns to ensure event organizers have adequately planned for the event, to reduce the chance that multiple large events will be held on the same section of trail on the same day, and to provide a consistent set of questions and guidance for all municipalities impacted by the event. To register an event, go to: brucefreemanrailtrail.org/bruce-freeman-rail-trail-event-registration.

Would You Like to Know More?

The Friends of the Bruce Freeman Rail Trail, Inc. maintains a website that has maps with parking and bathroom information for the Bruce Freeman Rail Trail, as well as construction updates for Phases 2B, 2C (West Concord), and Sudbury. There are also links on this site with information and directions to help you find and use the many other rail trails in New England: brucefreemanrailtrail.org.

The FBFRT is also on social media:

[Facebook.com/BruceFreemanRailTrail](https://www.facebook.com/BruceFreemanRailTrail)

[Twitter.com/FriendsofBFRT](https://twitter.com/FriendsofBFRT)

BUILDING DEPARTMENT

Mission Statement

The Building Department oversees the construction, alteration, repair, and demolition of structures throughout the town. We enforce bylaws and regulations related to zoning, historic preservation, building, plumbing, gas fitting, electrical, fire safety, and demolition. It is the mission of the Building Department to ensure the quality of life of those who live, work, and visit Westford by promoting safety in the construction, use, and occupancy of buildings throughout the town.

Henry Fontaine
Building Commissioner

Some of the projects involving the department in FY 2020:

- Sugar Maple Lane (off Powers Road)
 - 28 townhomes
- Hanover Westford Valley (formerly 312 Littleton Road)
 - 3 apartment buildings - (240 units)
- Hanover Westford Hills (formerly 2 Robbins Road)
 - 2 apartment buildings - (160 units)
 - 2 townhome buildings - (12 units)
- Alder Point (formerly 354 Groton Road)
 - 4 duplex buildings (8 units)
- Balsam Circle (formerly 21 & 23 Carlisle Road)
 - 17 market-rate age-restricted units (55 years or older)
 - 7 affordable age-restricted units (62 years or older)
 - 10 building permits issued
- Juniper Hill (formerly 75 Graniteville Rd)
 - 18 single family dwellings
- 110 Place (formerly 19 Littleton Road)
 - 16 townhomes

Permit Type	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Certificates of Inspection	60	62	67	65	67	70
Commercial	107	96	83	92	87	81
Curb Cut/Driveway	38	45	54	46	52	44
Demolition	14	15	8	16	8	9
Electrical	775	852	719	742	869	803
Gas	460	523	499	548	649	551
Plumbing	418	440	406	407	505	424
Residential	808	1014	777	762	940	899
Sheet Metal Mechanical	81	83	57	70	94	87
Sign	23	21	25	27	23	11
Tent	50	28	34	33	30	22
Trench	94	92	67	67	39	13
Wood Stove	19	17	9	17	11	7
Total	2,947	3,288	2,805	2,892	3,374	3,021

The Building Department issued 3,021 permits, totaling approximately \$713,982 for FY 2020.

BUILDING DEPARTMENT — CONTINUED

We continued to operate during the COVID-19 pandemic. While Town Hall was closed to the public for several months, the department provided a drop box for contractors/owners to leave permit applications to be reviewed and issued. There was also a high demand for mail-in permitting from March through June.

Most inspections continued in the field while some were conducted with benefit of video inspections, pictures, and reports from structural engineers.

Our website: westfordma.gov/168/Building-Department

Building Department Staff

Henry Fontaine – Building Commissioner

Chester H. Cook, Jr. – Assistant Building Inspector/Gas Inspector & Bylaw Enforcement Officer

Tina Landry – Records Supervisor II

Dennis Kane Jr. – Electrical Inspector

Gary Belinsky and Jeff Valcourt – Alternate Electrical Inspectors

Arthur Smith – Plumbing/Gas Inspector

Michael Muise and Scott Taft – Alternate Plumbing and Gas Inspectors

BYLAW REVIEW COMMITTEE

Outreach

The Committee's webpage contains general information about the Committee and links to the guidelines for proposing bylaw amendments and to town meeting timelines. The page can be accessed on the town's website:

westfordma.gov/415/general-bylaw-review-committee.

Anyone seeking formatting advice for proposed general bylaws is encouraged to attend Committee meetings and/or visit our webpage. Many meetings were attended by residents with concerns and ideas for bylaws. Members are happy to help residents navigate through the process of drafting and formatting bylaws.

Contact

The Committee may be contacted through the Town Clerk's office, 978-692-5515 or townclerk@westfordma.gov.

David Chandler
Chair

Jean Croteau
Joan Croteau
Patricia Dubey
Town Clerk

CAPITAL PLANNING COMMITTEE

The Capital Planning Committee was formed in December 2008 by the Town Manager and has spent the past 11 years reviewing and prioritizing capital needs throughout the town. This Committee's purpose is to provide an objective and consistent forum whereby all the town's capital requests can be planned, prioritized, and recommended. This Committee works closely with all town departments to ensure that their capital requirements for the immediate year and longer term are understood and documented, leading to a recommendation to the Town Manager, Board of Selectmen, Finance Committee, and ultimately town residents as to how to best spend the resources that the town has for capital expenditures.

In completing its task for FY 2020, the Committee heard from each department and prioritized the requested projects. For the October 28, 2019 Special Town Meeting, the Committee recommended an \$891,450 capital plan, with \$721,450 from Free Cash to fund five capital projects, and an additional \$170,000 from Water Enterprise retained earnings to fund the design of the Kirsi Circle, Douglas Road, and Anderson

Lane water main replacement project. For the originally scheduled March 28, 2020 Town Meeting, there was a \$22,723,000 initial recommendation. However, the COVID-19 pandemic forced the Annual Town Meeting to June 20, 2020 and the Committee reconvened to evaluate the spending recommendations due to the uncertain fiscal climate. The Committee's updated recommendation totaled \$3,631,245. This resulted in the allocation of \$987,713 from Free Cash and the reallocation of \$133,532 from previously bonded appropriations. In addition, Town Meeting authorized the borrowing of \$680,000 for the Town and School Safety Task Force's security recommendations, and \$1,830,000 for the Kirsi Circle, Douglas Road, and Anderson Lane water main replacement project. The debt payment for the water main replacement project will be funded by the Water Enterprise. In total, \$4,522,695 worth of capital equipment and projects were approved in FY 2020.

As we move forward, the Committee will look to further enhance its communication process with town departments, work more closely with other committees and commissions to ensure that their capital needs are fully understood and are undertaken with the proper prioritization, continue to enhance the justification requirements for capital, and whenever possible ensure that a cross-section of needs are evaluated in a consistent manner (for example, vehicle and truck replacements). Additionally, the Committee will help the town understand the tax impact of capital expenditures and consider the relative need, timing, and cost of each capital expenditure, including methods of financing, possible federal or state aid or grants, the cost of maintaining the

Mark Kost
Chair – Board of Selectmen

Paul Haajar
Vice-Chair – At-large member

Chris Barrett
*Parks and Recreation Committee &
Pedestrian Safety Committee*

Megan Eckroth
School Committee

Heather FitzPatrick
Finance Committee

Kristina Greene
Finance Committee (Alternate)

Tom Mahanna
Permanent Town Building Committee

Dan O'Donnell
Finance Director

Bill Olsen
Superintendent of Schools

Jodi Ross
Town Manager

Ingrid Nilsson
School Finance Director (Alternate)

CAPITAL PLANNING COMMITTEE — CONTINUED

facility or equipment, and the effect each capital expenditure may have on the financial condition of the town.

October 28, 2019 Special Town Meeting Capital Appropriations

ARTICLE 4: Approve Fiscal Year 2020 Capital Appropriations

Motion: (Majority Vote Required)

On a motion made by Finance Director Dan O'Donnell and duly seconded, the Public Buildings amount was amended from \$164,000 to \$260,000. After discussion and debate, it was voted and passed by the majority to amend the Public Buildings amount to \$260,000.

It was voted and passed by a majority that the Town appropriate from Free Cash the sum of \$721,450 (SEVEN HUNDRED TWENTY ONE THOUSAND FOUR HUNDRED FIFTY DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

DEPARTMENT	AMOUNT	PURPOSE
Board of Selectmen/ School Committee	\$108,000	Communication equipment for various schools, including all costs incidental thereto (TSSTF Request)
Board of Selectmen/ School Committee	\$245,000	First responder radio communication upgrade in various schools, including costs incidental thereto (TSSTF Request)
Public Buildings	\$260,000	Relocation of Center Fire Station Antenna located at 51 Main Street, including all costs incidental thereto
School Department	\$33,450	Design to replace exhaust unit at the Abbot School, including costs incidental thereto
Stormwater Management	\$75,000	Town-wide culvert study assessment

And further,

That the Town appropriate from Water Enterprise Retained Earnings the sum of \$170,000 (ONE HUNDRED SEVENTY THOUSAND DOLLARS) to provide for the following capital requests and costs incidental and related thereto;

DEPARTMENT	AMOUNT	PURPOSE
Water Enterprise	\$170,000	Engineering design for the Kirsi Circle and Douglas Road water main replacement project, including all costs incidental thereto

June 20, 2020 Annual Town Meeting Capital Appropriations

ARTICLE 3: Approve Capital Appropriations

First Motion: (Majority Vote Required)

It was voted and passed by the majority that the Town appropriate from Free Cash the sum of \$987,713 (NINE HUNDRED EIGHTY-SEVEN THOUSAND SEVEN

CAPITAL PLANNING COMMITTEE — CONTINUED

HUNDRED THIRTEEN DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

DEPARTMENT	AMOUNT	PURPOSE
Technology	\$25,000	Town computer replacements
Technology	\$162,800	School computer replacements
Technology	\$150,000	Town-wide VOIP phone system replacement, including costs incidental and related thereto
Police Department	\$166,892	Police station boiler replacement, including costs incidental and related thereto
Fire Department	\$385,000	Self-contained breathing apparatus (SCBA), including costs incidental and related thereto
Schools	\$20,000	Westford Academy visitor bleachers, including costs incidental and related thereto
Schools	\$37,500	Repairs to Crisafulli and Miller School boiler, including costs incidental and related thereto
Schools	\$30,000	Blanchard School flashing signage and safety upgrades, including costs incidental and related thereto
Schools	\$10,521	Stony Brook School generator control repair

And further,

That the Town reauthorize and transfer the sum of \$133,532 (ONE HUNDRED THIRTY-THREE THOUSAND FIVE HUNDRED THIRTY-TWO) from the following capital project appropriations:

PROJECT	AMOUNT	TOWN MEETING VOTE
Main Street Reconstruction	\$3,731.84	Article 7, April 2, 2016 ATM
Plain Road Sidewalk Construction	\$8,122.15	Article 7, April 2, 2016 ATM
Keyes Road Culvert Reconstruction	\$121,678.01	Article 6, March 28, 2015 ATM

To provide for the following capital request:

DEPARTMENT	AMOUNT	PURPOSE
Schools	\$133,532	Westford Academy generator replacement, including costs incidental and related thereto

CAPITAL PLANNING COMMITTEE — CONTINUED

Second Motion: (2/3 Majority Vote Required)

It was voted and passed by the required 2/3 majority that the Town appropriate the sum of \$570,000 (FIVE HUNDRED SEVENTY THOUSAND DOLLARS) for the purpose of replacing the exterior access controls at the nine Westford public schools and the school administration building located at 23 Depot Street, including costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to [Massachusetts General Laws Chapter 44 Section 7 or Section 8](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20](#) of the General Laws thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Third Motion: (2/3 Majority Vote Required)

It was voted and passed by the required 2/3 majority that the Town appropriate the sum of \$110,000 (ONE HUNDRED TEN THOUSAND DOLLARS) for the purpose of purchasing portable radios for school staff, including costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to [Massachusetts General Laws Chapter 44 Section 7 or Section 8](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20](#) of the General Laws thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Fourth Motion: (2/3 Majority Vote Required)

It was voted and passed by the required 2/3 majority that the Town appropriate the sum of \$1,830,000 (ONE MILLION EIGHT HUNDRED THIRTY THOUSAND DOLLARS) for the purpose of replacing the Kirsi Circle, Douglas Road, and Anderson Lane water main, including costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to [Massachusetts General Laws Chapter 44 Section 7 or Section 8](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20](#) of the General Laws thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

CEMETERY COMMISSION

The Westford Board of Cemetery Commissioners is appointed by the Town Manager to three-year terms. The Commission sets policy for, and is responsible for the superintendence and management of, all public burial grounds within Westford. Commission meetings are typically held monthly.

The Cemetery Department operates out of the administrative office and maintenance garage located within the Pine Grove Cemetery, 68 Forge Village Road. Working closely with the Commission, department staff is responsible for day-to-day operations, including: maintenance and preservation of five active cemeteries and one historic burial ground, comprising approximately 30 acres; sales and records of grave lots and columbarium (cremation) niches; interments; organizing cemetery events, such as Memorial and Veterans Day observances; and responding to genealogical research and other cemetery-related inquiries. The Town Clerk retains permanent records of death certificates and burial permits.

Lisa Groves
Chair

Paul F. Murray
Vice-Chair

Jennifer Johnson
Mary D. Lyman
Terry Stader

Commission Expansion and Membership Change

Events in late October and early November 2019 led to a change in Cemetery Commission membership. Chair Paul Larkham moved out of state, necessitating his resignation; Governor Baker signed Bill H. 3694, increasing Commission membership from three to five members; and Commissioner William Rogers resigned. Paul Murray, who had been serving as an alternate, was appointed as a full commissioner, and three new members, Lisa Groves, Terry Stader, and Jennifer Johnson, were appointed. The Commission thanks Paul Larkham and William Rogers for their invaluable contributions and dedicated service.

Cemetery Regulations Update

Revision of the *Town of Westford Regulations for Municipal Cemeteries*, originally published in 1997, was completed in August 2019 and approved by Special Town Meeting on October 28, 2019. The revisions update and clarify cemetery policies. The regulations now provide for Green Burial (sometimes referred to as natural burial) in Westford, by eliminating the requirement of a vault in designated Green Burial graves. The Green Burial Advisory Subcommittee assisted the Commission with setting guidelines for green burial policy.

Green Burial

Green burial is an ecologically friendly burial option, in which the deceased are shrouded or casketed in bio-degradable materials and interred without embalming. The Cemetery Department has received several inquiries from Westford residents interested in green burial and buying green burial lots. The Pine Grove Cemetery expansion design, currently a work-in-progress, includes a section specifically for green burials. Since the expansion completion is not projected until 2022, the Commission has established a provisional green burial section at Pine Grove Cemetery, Section B, lots 108-112, 165-166. Provisional lots in this section are solely to accommodate immediate green burial needs arising prior to the construction of a permanent green burial section.

Pine Grove Cemetery Expansion

Burial lots available for sale in Westford cemeteries are currently limited to Pine Grove. Pine Grove's available inventory is anticipated to last approximately two years, depending on grave type. Undertaking appropriate development planning now is required

CEMETERY COMMISSION — CONTINUED

in order to meet anticipated future needs. In May of 2019, the Cemetery Commission and department staff began working with BSC Group to develop concept plans for the design and construction of new burial space at Pine Grove. The current concept plan includes creation of about 500 full-casket graves, a designated green burial area with about 100 graves, a paved horseshoe access drive connecting the new section to the existing internal driveways, landscape plantings, and widening a portion of the existing cemetery roadway. The June 2020 Annual Town Meeting appropriated \$30,000 to further this concept to complete final design and construction documents for the new burial space. Final design is anticipated to take place between October 2020 and April 2021, including public input meetings to gather community feedback. The Cemetery Commission anticipates sponsoring an article seeking a construction appropriation at the 2021 Annual Town Meeting. The currently anticipated project cost is approximately \$300,000. The final anticipated project cost will be updated based on final design and bidding.

Safe Cemetery Practices During COVID-19 Pandemic

In April 2020, the Commission reviewed our cemetery practices in light of the COVID-19 pandemic. Our goal was ensuring community and staff safety, while keeping cemeteries open and welcome for mourners and visitors. We were confident that department staff and partnering funeral homes were following Health Department, state, and federal guidelines for safe social distancing and personal protective equipment use. Signs reminding visitors to practice social distancing were installed at all our cemeteries.

Proposed Fire Department Training Facility at 60 Forge Village Road

In April 2020, the 35 Town Farm Road Task Force solicited feedback from the Commission regarding a proposed Fire Department training facility at 60 Forge Village Road. Due to proximity to Pine Grove Cemetery, our primary concern was maintaining a safe and respectful cemetery environment during burial services and for visitors. The Commission was assured that no training activities would be held during burial services. In addition, a simulation of Fire Department training activities was performed at the proposed site, with commissioners and department members observing and listening from strategic points throughout Pine Grove, to determine noise and other disturbance levels. Commissioner Paul Murray also tested the noise level with a decibel measuring cell phone app. It was determined that the noise level was no more than typical noise from neighboring outdoor equipment use and road traffic. At our meeting on May 12, 2020, the Commission voted unanimously to inform the 35 Town Farm Road Task Force that the proposed Fire Department training facility would not be detrimental to the cemetery.

CEMETERY COMMISSION — CONTINUED

Memorial Day Observance

Members of the Frederick S. Healy American Legion Post 159 and members of Westford Boy Scout Troup 159 assisted the Cemetery Department in placing flags on Westford’s veterans’ graves prior to Memorial Day. The flags are removed prior to harsh winters annually, just after Veterans Day.



Sale/Burial/Permit History	FY 2018	FY 2019	FY 2020
Sale of Burial Lots	20	37	34
Single graves	4	21	21
2-grave lot	7	12	8
3-grave lot	0	2	1
4-grave lot	1	1	2
Urn garden lot	2	1	1
Columbarium	6	0	1
Burials/Openings	47	47	43
Full burials	25	37	23
Urn burials	22	10	20
Monument Permits	23	30	25

Cemetery Commission webpage: westfordma.gov/264/Cemetery-Commission

Cemetery Staff

Director – James Duane
Cemetery Supervisor – Richard Nawoichik
Senior Administrative Assistant – Heather Monahan
Heavy Equipment Operator – Connor Mendes

Administrative Office: 68 Forge Village Road
Cemetery Department webpage: westfordma.gov/1055/Cemetery-Department

COMMISSION ON DISABILITY

The mission of the Commission on Disability (COD) is defined by Massachusetts General Laws, [Chapter 40, Section 8J](#). Its duties include advising and assisting town officials in ensuring compliance with laws and regulations that affect people with disabilities, as well as providing guidance to individuals, public agencies, businesses, and organizations in all matters pertaining to disability. The COD, when called for, works with other town commissions, boards and committees to address these issues.

Membership

FY 2020 saw a few changes in COD membership. Marguerite Sabatino, a founding member and officer of the COD, completed her time on the commission. We are extremely grateful for her commitment and contributions to our mission.

Wayne Wagner also left the Commission during FY 2020, again with our sincere appreciation for his service.

The COD welcomed a new member. Anita Tonakarn-Nguyen, who possesses a good deal of experience with aging and disability policy and practice, was appointed to fill the vacant member-at-large seat and was subsequently elected to be COD secretary.

Activities and Accomplishments

- Continued working with the Town Clerk’s office and the Westford League of Women Voters to improve accessibility at voting sites in Westford, including improved parking and entrance markings at Robinson School. A walkthrough conducted on November 26 showed that many changes to improve accessibility had already been made, although a few remain. It was recommended not to use the Robinson School for voting if another, more accessible site is available.
- Coordinated with leadership of the Roudenbush Community Center regarding Roudenbush’s plans to improve the school-age playground at 65 Main Street and the Nabnasset Playground at 170 Plain Road. After reviewing the plans and visiting the sites, the COD offered suggestions for Roudenbush’s consideration. In addition, the Roudenbush’s intent to seek variances concerning accessibility requirements at each location was discussed to determine if the COD had any serious reservations. In the end, the project was deferred due to the COVID-19 pandemic.
- Evaluated the safety and accessibility of the Town Common bandstand lift in July, with support from the Common Restoration Project, and produced a summary of the findings. Over the following months, the Common Restoration Project coordinated efforts with other town groups to address the suggestions made in the evaluation report.
- Reviewed a revised Common and Bandstand Usage Policy and offered suggestions to the town to improve the document.
- Coordinated with the Town Manager’s office to apply for a planning grant from the FY 2020 Municipal ADA Improvement Grant Program managed by the Massachusetts Office on Disability (MOD). The application requested funding to update the town’s Self-Evaluation and Transition Plan. Unfortunately, the proposal was not selected by the MOD.

Raymond K. Clark
Chair

Anita Tonakarn-Nguyen
Secretary

Joyce L. Benoit
Scott Hazelton
Katherine L. Phaneuf, MD
Patricia C. Reppucci

Evan Pennella
Associate Member

COMMISSION ON DISABILITY—CONTINUED

- Continued research into the feasibility of setting up a Parking Patrol to assist police in identifying instances of illegal parking in handicapped parking, covering older material from the MOD describing programs that had been implemented, and reaching out to one such program for some follow-up questions. These patrols do not seem to be common anymore.
- Received a report from Bill Harman, accompanied by Roberta McGuire, on efforts to improve accessibility at Grassy Pond, a proposal to set up an accessible platform at the Senior Center to view Forge Pond, and other project ideas. The COD volunteered to work with them to research acceptable materials for trail remediation.
- Began drafting a document to provide guidance to determine what material would be appropriate for posting on the COD website.

COVID-19 Impact

The COD suspended its monthly meetings temporarily in the face of the COVID-19 pandemic, resuming its regularly scheduled meetings once support for remote meetings was available and usable by all its members.

A discussion about COD priorities in the COVID-19 era heightened the need for accessibility in upcoming elections, as well as the impact that some public health practices have on those with disabilities; for example, wearing masks complicates communication for deaf or hard-of-hearing individuals since their ability to lip read is compromised.

Contact Information

Email: disability@westfordma.gov

Webpage: westfordma.gov/535/Commission-on-Disability

COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Act (CPA) allows Westford to preserve our community character in the areas of open space, community housing, historical resources, and land for recreational use. Westford residents pay a 3% property tax surcharge to fund such community preservation projects.

**FY 2020 Community Preservation Funds:
\$2,662,093**

The state offers matching grants from the Community Preservation Trust Fund, whose revenue is generated from designated fees at the Registry of Deeds. Because Westford set the CPA property tax surcharge at 3%, the town is eligible for additional funds from the state that other communities may not be eligible for. Westford received a 23.1% state match of \$500,852 on November 30, 2019. This amount was more than the state match from the prior year, which was a total of \$381,872, however this amount can vary significantly from year to year depending on state funding availability.

In FY 2020, Westford locally raised \$2,161,241 in Community Preservation funds.

The Community Preservation Fund currently has three bonded projects: the Town Hall Renovation, the Roudenbush Renovation, and the Adams Property Land Acquisition. The Town Hall Renovation debt was re-funded in FY 2019, due to favorable interest rates and runs until FY 2030. The Roudenbush Renovation was bonded in FY 2020 and runs until FY 2039. The Adams Property Land Acquisition runs until FY 2039.

3% Community Preservation property tax surcharge	\$1,965,219
Investment income	190,616
Interest on late tax payments	5,406
Local FY 2020 Community Preservation total	2,161,241
<u>State Match</u>	<u>500,852</u>
TOTAL FY 2020 Community Preservation Funds	\$2,662,093

The Special Town Meeting of October 28, 2019 appropriated the following on the recommendation of the Community Preservation Committee (CPC):

- \$237,052 to the Community Housing Reserve Fund Balance
This allocation more than covers the required 10% for Community Housing
- \$1,500,000 (\$465,000 from Undesignated Fund Balance and \$1,035,000 from the Community Housing Reserve Fund Balance for the Helena Crocker Affordable Housing Residences)

The Annual Town Meeting of June 20, 2020 appropriated the following on the recommendation of the CPC:

- \$190,000 from Undesignated Fund Balance for future Conservation Trust Fund Open Space Land Acquisitions

Kathleen Healy
Chair (At-Large)

Committee representation
Marilyn Frank
Vice-Chair
Conservation Commission

Chris Barrett
Parks and Recreation Commission

Diane Holmes
Housing Authority

Matt Lewin
Planning Board

Robert Stafford
Historic Commission

At-Large Members
Robert Jefferies
Christine MacMillan
Bob Price

COMMUNITY PRESERVATION COMMITTEE—CONTINUED

- \$17,960 from Undesignated Fund Balance for the Forge Village VFW Baseball Dugouts and any other related costs
- \$40,000 from Undesignated Fund Balance for the Forge Village VFW Skate Park Equipment project and any other related costs
- \$97,150 from Undesignated Fund Balance for Healthy Lakes and Ponds and any other related costs
- \$14,413 from Historic Reserve Fund Balance for the Pageant Field Stone Wall Restoration and any other related costs
- \$770,000 from Undesignated Fund Balance for the Robinson School Tennis Courts and any other related costs
- \$111,500 from Undesignated Fund Balance for the Ronan McElligott Playground Safety Resurfacing and any other related costs
- \$15,000 Community Preservation Committee Administrative Expenses

Community Preservation Committee administrative funds are used for expenses such as copying, public hearings, legal opinions, annual dues, and approximately 230 hours of professional staff support per year to assist in coordination and administration of CPC projects. These expenses are appropriated annually, as unused expense funds are returned to the Undesignated Community Preservation Fund Balance.

Appreciation

The Community Preservation Committee would like to recognize town staff, boards, and officials for their valuable input concerning the use of CPA funds and Westford's community needs. Most importantly, the Committee would like to thank the people of Westford for their generous support of our town and community.

CONSERVATION COMMISSION

The Conservation Commission is the town body responsible for administering the state Wetlands Protection Act and local non-zoning wetlands bylaw to protect the town's wetlands and their resource values. The Commission also acquires and holds land on behalf of the town for protection of the town's natural resources and watersheds. The Commission manages these properties for conservation and passive recreation.

The Conservation Commission typically meets at 7:30 P.M. on the second and fourth Wednesday of each month in Meeting Room 201 at Town Hall. Meetings are open to the public and are televised on Westford Community Access Television (WestfordCAT). The WestfordCAT broadcasts can be viewed online at westfordcat.org. Throughout FY 2020, the Conservation Commission held 19 meetings, including two special meetings. During the COVID-19 pandemic, when Town Hall was closed to the public and in-person gatherings were restricted, the Commission cancelled one meeting in March. Soon after that the Commission worked through the process of holding public hearings virtually and held five regular meetings and one Special Meeting to continue to protect the wetland resources of Westford, prevent delays in the permitting process, and manage conservation land.

Peter Mahler
Chairman

Eric Fahle
Vice-Chair

Robert Boonstra
(through October 2019)

Marilyn Frank
Jim Gozzo
Ann Jefferies
Margaret Wheeler

Wetlands Protection Act and Local Non-Zoning Wetlands Bylaw Administration

The Commission routinely consulted with project applicants, residents, and other town boards and staff to administer the MA Wetlands Protection Act and the town's Non-Zoning Wetlands Bylaw. Projects that came before the Commission included:

- New construction of single-family dwellings, additions to existing dwellings, decks and property improvements such as pools, sheds, and fences.
- Numerous additions and stormwater mitigation improvements at commercial properties.
- Proposed construction of a church along Route 110, including a meadow management plan and walking trails around the property.
- Issuance of Order of Conditions for new subdivisions including Spalding Hill Estates (located between Dunstable Road and St. Augustine Drive) and Pacific Lane (off Flagg Road). During the public hearing process for Spalding Hill Estates, the Commission protected numerous wetland resources on the site and nearby waterbodies through the development of special conditions pertaining to runoff mitigation, nutrient prevention, and water-quality monitoring of Long Sought for Pond and Keyes Pond. At Pacific Lane, the Order of Conditions required buffer zone restoration and naturalization to ensure long term protection of the wetland resource areas.
- In-stream habitat improvement of Stony Brook, through regular releases of water from Forge Pond, to maintain low-flow conditions.
- Issuance of an after-the-fact Order of Conditions for the installation of over 8,000 square feet of patios at Summer Village and renaturalization for mitigation. This decision was appealed by a resident at Summer Village. An agreement was also reached with Summer Village Condominium Association that, instead of requiring the removal of extensive fill which had been placed on land under a Conservation Restriction, the Commission would support the Association's application to the state

CONSERVATION COMMISSION—CONTINUED

to amend the Conservation Restriction by removing the land on which the encroachment occurred and replacing it with three other areas of land with conservation value and greater total area.

- Issuance of an Order of Conditions for the construction of a Personal Wireless Service Facility including wetland replication. This decision was appealed by a group of abutters to the proposed facility.
- Approval of two Abbreviated Notices of Resource Area Delineation for classification of a portion of the stream at Kimball Farm as intermittent, and for the delineation and review of the wetland resources at multiple parcels off Hartford Road.
- During the COVID-19 pandemic, with residents at home more, many projects were filed related to home improvements, including decks, sheds, and pools. Some of these were after-the-fact filings, where residents were unaware of regulations associated with work within wetland jurisdictional areas.
- Continued hearings on the operation and maintenance of the Greystone Dam located on the south side of Greystone Pond.

The Commission and staff routinely consulted with project applicants, residents, and other town boards and staff.

Land Management

An irrigation well was installed at Hill Orchard on the west side of the farm stand. The well was funded by Community Preservation funds. Farmer Dave continues to manage Hill Orchard, located at the corner of Chamberlain Road and Hunt Road. Farmer Dave runs the town's farm stand and the Pick Your Own apples operation and offers a Community Supported Agriculture (CSA) program.

The East Boston Camps portion of the Stony Brook Conservation Land was leased to the Marcus Lewis Day Camp during July and August per the third year of the five-year lease agreement. Unfortunately, due to the pandemic and associated uncertainty, Marcus Lewis terminated the contract in June 2020. The Westford Parks and Recreation Department operated the Destination Exploration summer program on the lower camp at Stony Brook in July and August 2019. In June 2020, with the vacancy of the upper camp, the Destination Exploration program was approved to utilize that portion of the property. Jeff Mount continued as the Facility Manager ensuring property upkeep through November 2019. Umesh Patel of JV Property Services was selected in November 2019 to become the Facility Manager starting in April 2020. Due to the COVID-19 pandemic, rentals of the property were canceled, resulting in a revenue decline. The Commission thanks the Parks, Recreation and Cemetery Department, the Highway Department, and the Water Department for their continued help in caring for this conservation land.

On the conservation land at the intersection of Graniteville and Cold Spring Roads, known as the Day Land, the Westford Community Beekeepers continued their use of a portion of the field. An organic farmer, as part of the first year of a five-year lease, utilized and harvested crops planted in spring 2019. The cooperative management of the Community Garden and Community Beekeepers was formalized in a Memorandum of Understanding between the Commission and the Agriculture Committee.

The Commission and the Westford Conservation Trust developed a legal defense fund for the purpose of protecting six mutually held Conservation Restrictions throughout town.

CONSERVATION COMMISSION—CONTINUED

The Commission worked with neighbors of the Conservation Restriction at Laughton Farms to develop and implement a management plan for the annual mowing of the town-owned meadow and abutting properties.

The town benefits from the many volunteers who labor to keep our trails passable in our open spaces. Ron Gemma of the Westford Conservation Trust continued to head up the Westford Invasive Species Control Group. Additionally, we thank the volunteers of the Stream Team for their work monitoring and managing invasive aquatic vegetation within the town's waterways. We appreciate the hard work of the Boy, Girl, and Eagle Scouts with all types of projects on our lands. Their hard work and dedication ensure that our conserved lands will always be cared for.

Our continuing thanks to all the groups and individuals whose hard work and dedication help to preserve, protect and enhance the community's natural resources.

Land Acquisition

In October, the Conservation Commission voted to accept the donation of a small parcel on the north side of Kirsi Circle that will provide additional access to the Adams Conservation Land, acquired in FY 2019. The Baseline Documentation for the Conservation Restriction for the Adams Land was prepared and completed documenting the existing conditions throughout the property. A Conservation Restriction is required to be placed on town-owned conservation land purchased with Community Preservation Funds.

Staff and the Commission

Conservation Resource Planner – Carol Gumbart

Assistant Planner – Matthew Salem

Permitting Program Assistant – Erin Toothaker

Senior Records Archivist – Wayne Fernald

Intern – Tyler Maren (through September 2019)

under the direction of Jeffrey Morrisette, the Director of Land Use Management

In her capacity as Conservation Resource Planner, Carol Gumbart also serves as co-chair of the Healthy Lakes and Ponds Collaborative and represents the Department of Land Use Management on the Healthy Westford Committee.

The Commission members also participated on other town committees. Jim Gozzo is a member of the Town Forest Committee, is the town's Fence Viewer, and is an election officer (precinct warden). Marilyn Frank serves on the Community Preservation Committee as vice-chair. She is also an election officer (warden). Bob Boonstra was the vice-chair of the Agricultural Commission prior to his resignation. In January 2020, Margaret Wheeler volunteered to become the commission's liaison to the Agricultural Commission.

If you are interested in more information about the Conservation Commission, Westford's conservation lands, wetlands, and other natural resources, please visit the commission's website: westfordma.gov/conservation.

CONSERVATION COMMISSION – CONTINUED

Conservation Commission Statistics

Year	Requests for Determination of Applicability	Abbreviated Notices of Resource Area Delineation	Notices of Intent	Emergency Certificates	Violations/ Enforcement Orders
FY 2016	41	0	31	10	2
FY 2017	36	2	33	5	4
FY 2018	27	4	23	2	2
FY 2019	28	1	20	2	2
FY 2020	23	2	24	3	3

COUNCIL ON AGING

FY 2020 was a notable year with the outbreak of COVID-19. Due to the dedication and creativity of our staff, service delivery and programs were modified to meet the needs of our older adult population. These are some broad highlights for FY 2020.

The Council on Aging (COA) established a Cameron Bucks Card to allow Center participants to purchase a \$60 value punch card for \$55. These cards were advertised in our newsletter and were made available at no charge to those residents living on a fixed income and who had been screened by our social service staff. This universal card allows opportunities for all residents to participate in all our programs no matter their financial situation.

The COA board and staff worked to expand housing options for older adults, especially those that are low income. This effort included attending Zoning Board of Appeals and Planning Board meetings to support the development of senior-housing units, including 21 and 23 Carlisle Road, an age-55+ community that offers a supportive housing component for older residents who cannot remain in their current residences due to short-long-term hardships; and the Helena Crocker Residences, which involved the development of 18 income-based, age-62+ affordable housing units with supportive services located at 60 Littleton Road. Also, the COA has been working to support the efforts of the 35 Town Farm Task Force, which is working to develop low-income housing and the relocation of the Westford Food Pantry.

The COA board and staff and the Westford Housing Authority Director collaborated to develop a rental assistance program called WRAP (Westford Rental Assistance Program). This three-year pilot program will provide five households with rental assistance of \$500 a month up for to three years. To qualify the household must meet U.S. Department of Housing and Urban development (HUD) income and WRAP application guidelines established by HUD program guidelines. This rental assistance program was funded by the Westford Affordable Housing Trust for a three-year commitment of \$95,000.

A database, created by Martha Brockway, Senior Staff Assistant, captured all residents over age 55 and their basic contact information. This tremendous undertaking was essential in order to efficiently make phone contact with residents to provide important services and resource information during the COVID-19 pandemic.

The COA established a COVID Relief Assistance program to assist residents in financial crisis due to the current pandemic. This fund assists all ages. We are glad to partner with the Westford schools in helping bring awareness to the need and fundraising effort.

New programs and service delivery included:

- Cameron Life-Long Learning Series
- Massachusetts Councils on Aging’s Aging Mastery Program – 10 weeks
- A \$4000 MCOA grant for mental health program, “Living Your Best Life”
- Partnership with WestFit Racquet and Swim Club to offer a water aerobics class
- Two-part series on Important Legal Documents led by Karen Johnson, Esquire
- Art of basket weaving
- Beginner’s photography
- Plant-Based Eating series

Nancy Cook
Chair

Sandy Collins
Helena Crocker
Patricia Holmes
George Roberts
Terry Stader
Robert Tierney
Katherine Wilson

COUNCIL ON AGING — CONTINUED

COVID Virtual and Outdoor Programming

- Mother's Day ice cream drive-through at Kimball Farm
- Veterans breakfast (to go) sponsored by the Village Breakfast Restaurant, American Legion Post 159, and the Cummings Foundation
- Fresh flower arranging sponsored by Westford Florist
- Virtual and outdoor painting classes with art supply kits
- Weekly virtual and outdoor exercise classes led by Carol Wing
- Outdoor and indoor bingo at the Franco-American Club
- Virtual and outdoor book club
- Grab and Go meals, virtual concerts and programs, and more



Diana Bard picking up supplies for virtual floral design and painting program.

COVID Service Delivery

- Check-in phone calls made to residents age 60 and over by Upper Merrimack Valley Medical Reserve Corps volunteers, Rotary Club members, places of worship, and community volunteers
- Prescription medication deliveries
- Weekly grocery deliveries made to income-based senior housing communities in partnership with Westford Food Pantry and Medical Reserve Corps volunteers
- Transportation provided for medical appointments and grocery shopping with two riders per van
- Puzzles, books, and medical equipment deliveries
- Pet Food Initiative coordinated by Alison Christopher, town Social Worker, and town Animal Control Officer
- Meals on Wheels and other meal deliveries such as Grab and Go meals, veterans breakfast, etc.
- Whole Foods provided weekly donations of fresh produce and perishable items outdoors at the Cameron twice a week thanks to Patti Mason, Fran and Victor Kosenko, Katherine Karr, Paul Fassbender, Mary Sudak, Diana Bard, Dennis Smith, and Don Wilt.



Dennis and Terry Kane enjoying the "to go" Veterans Breakfast held at Forge Village Breakfast Restaurant.

These efforts and activities were made possible with the support of crucial partnerships including the Medical Reserve Corps volunteers, WestfordCAT cable television,

COUNCIL ON AGING—CONTINUED

places of worship, Whole Foods, Westford Food Pantry, Westford Rotary Club, Paul’s Diner, local businesses, and town residents of all ages. Our adaptive programming included offering exercise classes and other enrichment programs virtually and/or under tents. These efforts were made possible through COVID Relief grant funding made possible by the Elder Services of Merrimack Valley, Greater Lowell Community Foundation, and Westford Family FunFest, a foundation partner of the Greater Lowell Community Foundation.

Social Services and Outreach

The Cameron is fortunate to have the Town Social Worker available to meet with all residents experiencing a financial situation and/or emergency by appointment, home visit, or phone call. Also, our COA Outreach Coordinator works collaboratively with the Town Social Worker to provide various social services to residents 55 and older.



Barbara Upperman made masks for senior community and staff.

This year our social service staff provided the following services to Westford households:

Case management/mental health & advocacy	4,394 unduplicated residents
Wellness checks	500
Family assistance	475
COA van transportation	6,404 trips
Legal and mental health assistance	115
AARP Tax Return Volunteer Assistance led by Hal Schreiber	639 federal and state filings
SHINE Counseling by Fred Baumert, Health Benefit Counselor	185

Acknowledgements

The Friends of the Cameron Senior Center helped underwrite our exercise classes in the amount of \$24,000 as well as subsidized many programs and special events. Also, we were fortunate to have the Friends purchase a new \$5000 Bingo system, new chairs for our library, a coffee pot, and other needed supplies. With the support of the Friends Emergency Assistance Fund many residents over 60 in need of assistance received help with utility, rent, and other basic life needs.



Bingo at the Franco-American Club with Mike Dyer, Bingo caller.

The Friends of the Cameron Senior Center 2019-2020 Board of Directors were Barbara Upperman, president; Patricia Reppucci, vice-president; Chris Kuntz, secretary; Kevin McGuire, treasurer; Frances Kosenko, assistant treasurer; Gail Austin, Karen Bigelow, Helena Crocker, Paul Fassbender, Joan Greenwood, Pat Leathers, Donna Owens, Chris Topjian, and Donald Wilt.

COUNCIL ON AGING—CONTINUED



Whole Foods' twice-weekly food distributions, on Mondays and Thursdays, were made possible by Cameron volunteers and new tents.

During the pandemic, the Westford Food Pantry (WFP), a 501(c)(3) volunteer organization, staffed its pantry operations with Board members and a few volunteers to ensure the safety of all involved in pantry operations. The pantry distributed pre-packaged food bags every Wednesday from 6-8 p.m. and Friday from 9-11 a.m. outside the Cameron doors. Also, the WFP pre-packaged requested food bags weekly for each income-based senior housing community in town. These 40-60 bags were delivered every Friday morning by Al MacGilvray, COA van driver, and distributed by Medical Reserve Corps volunteers. The WFP served over 300 households monthly.

We would like to thank the Westford Food Pantry for their terrific partnership prior to and during the pandemic. The WFP Board of Directors includes Tim Baker, president; Ken Hyle, vice-president; Bernard Peloquin, treasurer; Susanne Duato, secretary/public relations; Lynn Roderick, volunteer coordinator; Alison Christopher, Tom Brown, Jennifer Claro, Jim Geraghty, and Karen Heitkamp.

On behalf of the COA staff we would like to recognize Nancy Burns, the Medical Reserve Corps volunteer coordinator, for her tremendous efforts in providing crucial volunteer support, coordination, and organization in deliveries of services such as weekly grocery shopping, prescription and meal deliveries, and hundreds of wellness check-in calls.

WestfordCAT played a vital role in communicating our messaging to the public concerning social services and resource supports during the pandemic. We are also grateful for their willingness to provide our first virtual programming and for their ongoing support as we continue during the pandemic.

CULTURAL COUNCIL

Grant Application Cycle

In FY 2020, the Westford Cultural Council (WCC) was allocated a total of \$7,400 from the Massachusetts Cultural Council (MCC) to distribute grant funds to those offering cultural activities or programs to Westford residents. Through an annual grant application process, the WCC reviewed applications and awarded funds aligned with the WCC’s priorities. The priorities are updated annually and can be found on the MCC website: mass-culture.org/westford.

Activities to publicize the grant opportunity included posting to social media accounts (Facebook, Instagram, and Twitter), wide distribution of paper and electronic flyers around town, including schools, and submission of online articles and press releases. For FY 2020, the Council received 24 applications and awarded grants to the following 20 applicants:

Anita Tonakarn-Nguyen
Chair

Amy Erich
Claire France
Sheila Grimm
Apparao Karri
Shanti Maheshwari
Seema Pusalkar
Ilene Tatroe
Dongchun Wang

Recipient Name	Project Name	Grant Amount
Boston Yue Opera House	Annual Community Performance	\$400
Chinese Family Network	End of Year Family Celebration	\$400
Contemporary Arts International	2020 Stone Carving Symposium	\$200
Delvena Theatre Company	Ann and Abby	\$585
Discovery Museum	Free Friday Night Fun	\$300
Friends Advancing Music Education (FAME)	“Music Matters” with FAME	\$400
Giulietta Nardone	Wild Expressive Painting for Teens	\$200
Indian Hill Music Inc.	Bach’s Lunch Concert Series	\$200
Jeyanthi Ghatraju	Story telling through visual art and dance – Natya Chithra Katha	\$400
Open Door Theater	ASL Interpretation for Into the Woods	\$300
Rita E. Miller Elementary School-PTO	2nd Grade Arts and Enrichment Program- Li Lou Traditions of Chinese Acrobatics	\$250
Rosie Latto	Nashoba Valley Chorale Winter Concert	\$240
Scott Jameson	The Magic of Communication Assembly Performance	\$450
The Massachusetts Educational Theater Guild, Inc.	The Massachusetts High School and Middle School Drama Festivals	\$500
Town of Acton Recreation Department	Kids MusicFest	\$200
Virginia Thurston Healing Garden	Mind-Body Sound Therapy Series	\$300
Westford Chamber Players	Buratino - Musical Story Telling	\$400
Westford Chorus Inc.	From the Heart of Europe: Music of Antonin Dvorak	\$500

CULTURAL COUNCIL — CONTINUED

Recipient Name	Project Name	Grant Amount
Westford Museum & Historical Society, Inc.	Westford Celebrates Women’s Rights to Vote: A Look into the 19 th Amendment and Its Legacy Speakers Series	\$500
Westford Parks & Recreation Department	2020 Summer Concerts on the Commons Series	\$675

Many of the grantee programs and activities were disrupted due to the COVID-19 pandemic. With MCC guidance, the WCC provided the FY 2020 grantees with extensions for programs/events through December 2021, including an option to transform in-person activities to virtual events. The WCC also allowed for cancellations. Many grantees opted to reschedule programming for later or virtually, utilizing the extension window of December 2021.

Accomplishments

The WCC held a logo design contest with a \$200 award to a Westford high school or college student. The logo design winner was selected in October 2019 and awarded to Ria Chawla. The winning logo will be used on the Council’s social media accounts, marketing materials, and more. Ria’s winning design is to the right.



With the exception of the annual community survey to determine the WCC’s priorities for the upcoming grant cycle, the WCC was unable to participate in regular annual programming including but not limited to attending the Westford Strategic Planning Retreat and hosting the annual WCC grantee reception. This was due to the COVID-19 pandemic and cancellation of in-person events and activities.

Grants for Current and Previous Years				
Fiscal Year	Number of Applicants	Number of Grants Approved	MCC Distribution	Grant Total
2020	24	20	\$7,400	\$7,400
2019	23	19	\$5,400	\$7,281
2018	29	24	\$4,900	\$4,900
2017	29	19	\$4,900	\$4,900
2016	21	19	\$4,900	\$4,900
2015	23	18	\$4,300	\$4,450
2014	22	16	\$4,250	\$4,123
2013	25	14	\$3,780	\$3,780
2012	27	16	\$3,870	\$4,315
2011	24	14	\$3,785	\$4,000

For more information on the Cultural Council, see the WCC’s town webpage: westfordma.gov/627/Cultural-Council.

DOG PARK TASK FORCE

During FY 2020, the Dog Park Task Force (DPTF) met only one time due to the COVID-19 pandemic. The DPTF members did secure 300 feet of fencing from a daycare center that had been sold. DPTF members and their families removed the fencing and rolled it for future use. The fencing is being stored at a member's home until a park site is located.

The DPTF worked with the Friends of the Westford Dog Park group and several Westford Academy student volunteers to begin a fundraising campaign. Most sales took place at the Westford Academy Holiday Bazaar in December 2019. Mugs with the Friends logo were sold, and the money held by the Friends will be used to enhance a future Community Preservation grant application.

The Parks and Recreation Commission has included a dog park on the list of projects to move forward in the next several years.

In March two DPTF members met with the Cemetery Commission to discuss a parcel of their land that abuts a Board of Selectmen-owned parcel as a potential site. The Cemetery Commission was interested in continuing talks. After an outdoor spring meeting with the abutters, the DPTF agreed not to pursue the parcel. The abutters offered to help the DPTF locate a suitable park site. Due to key members of the abutters group not being able to meet, this effort will continue into FY 2021.

The DPTF has had several members leave this past year. The group will now seek to reduce its size.

Lauren Coffey
Chair

Edith Fruscione
Karen Hudson
Sandy Martinez
Kimberly Rose

ECONOMIC DEVELOPMENT COMMITTEE

The Economic Development Committee (EDC) is appointed by the Board of Selectmen and is charged by them to advise the Selectmen on various issues concerning bylaws, policies, regulations, and zoning that foster commercial growth, strengthen the local economy, and are consistent with maintaining the character of the community. The EDC also encourages business investment, identifies changing economic trends, assists with generating local employment opportunities, advocates for state and federal grants, promotes Westford's identity in the Greater Boston/Metro West/495 Merrimack Valley Area, establishes relationships and improves communications with local businesses, represents Westford in local and regional business associations, helps to streamline permitting, and helps new business owners navigate the permitting process.

The Economic Development Committee completed its eighth year of service to Westford. Bruce Rosenberg and Joan Bennett continued their roles initiated in January 2019 as chair and vice-chair, respectively. There were no changes to the membership of the Committee. While the COVID-19 pandemic resulted in some disruptions to the EDC workings in the fourth quarter of the fiscal year, there were substantial activities and accomplishments throughout the operating year.

A significant portion of the EDC focus in FY 2020 involved a collaboration with the Northern Middlesex Council of Governments (NMCOG) that awarded contracts to the town of Westford under the District Local Technical Assistance (DLTA) XII and XIII programs in March 2019 and February 2020. The contracts provided support to EDC projects in the area of Planning for Growth. Specifically, two tasks were identified: (1) updating economic data from the 2009 Westford Comprehensive Master Plan (CMP) to develop new goals and strategies for future direction, and (2) economic development assessment related to "green" industries, alternative energy businesses, and biotechnology.

NMCOG initially revised the numerous data tables from the 2009 Plan to reflect the current status of the town in terms of business and personal demographics. As a precursor to updating the goals/strategies for a comprehensive economic development plan, the agreed approach was to convene a forum to receive inputs from the business community on the Strengths, Weaknesses, Opportunities and Threats (SWOT) of doing business in Westford. Planning for this event began in July with a small working group including NMCOG, EDC, and the Westford Business Association (WBA). Announcement of the event was made through several websites (WBA, Greater Lowell Chamber of Commerce, Nashoba Valley Chamber of Commerce, and Middlesex West Chamber of Commerce) as well as a direct-mailing invitation by Town Manager Jodi Ross to approximately 45 of the larger operating and permitting companies. The Westford Business Forum was held on November 7, 2019 at the facilities of NetScout on Littleton Road; 48 businesspeople attended. Jay Donovan, associate director of NMCOG, facilitated the structured

Bruce Rosenberg
Chair

Joan Bennett
Vice-Chair

Tom Barry
Ron Caterino
Jeff Morrisette
Bill Nussbaum
Jodi Ross
Christina Sacco

Dan Bush
Dan Burke
Jessica DeRoy
Alternates

Thomas Clay
Board of Selectmen Liaison

Patti Mason
*Westford Business Association
Liaison*

ECONOMIC DEVELOPMENT COMMITTEE—CONTINUED

brainstorming session. The full report, including tabulated weightings and the top five priorities for each of the SWOT categories, can be found on the EDC webpage, westfordma.gov/512/Economic-Development-Committee.

NMCOG then completed its updated Economic Development section to the 2009 CMP by integrating the revised demographic data with the SWOT analysis into nine proposed plan goals and associated recommended actions. The EDC will continue to review the goals/recommendations throughout the coming year in advance of the town's formal Comprehensive Master Plan activity anticipated in calendar year 2021-2022 following the census. Some of the goals and activities are already implicitly addressed in the Committee's work plan.

NMCOG's work on an economic development assessment for Westford pertaining to "green" industry, renewable energy business and biotechnology is currently in progress and initial feedback to the EDC is expected later in calendar year 2020.

The EDC FY 2020 Work Plan is a combination of work tasks identified during calendar years 2019 and 2020. Three broad areas are enumerated: (1) Planning for Growth (which includes efforts with NMCOG to address economic development goals/strategies, regional/state partnerships, identifying target industry/technology clusters, and developing new marketing materials), (2) Business Enhancement (which addresses items such as updating the Permitting Guide and collaborations with the local Westford Business Association), and (3) New Business Recruiting (which includes supporting prospective new businesses in the permitting process, working with property owners and leasing agents to foster higher occupancy growth, and supporting the town special targeted development initiatives). These efforts are ongoing and will continue into subsequent fiscal years.

The Economic Development Committee experienced numerous other highlights and accomplishments in FY 2020 as follows:

- The EDC expanded its interaction and collaboration with the Westford Business Association. Patti Mason continues to serve as the WBA liaison to the EDC providing updates of WBA initiatives/events and Westford demographics. Bruce Rosenberg regularly attends WBA Board meetings, and WBA current and past Presidents Paul Playe and Sarah Fletcher reciprocate at EDC meetings. EDC members attended the annual WBA Business Meeting and various other networking events. The EDC and WBA have worked jointly to nominate local businesses in the area for distinction with the Greater Lowell Chamber of Commerce. This year Bridges by Epoch was recognized as a Community Partner at a ceremony attended by Tom Barry.
- Town Manager Jodi Ross and Select Board member Tom Clay provide monthly updates on critical business issues and undertakings in the town (for example, stormwater management). Tom Clay has encouraged the Committee to develop a commercial/industrial open space plan to address public interest in town economic growth.
- Jeff Morrisette, director of Land Use Management, provides monthly reports on permit applications and status; this affords the EDC an opportunity to monitor progress and improve its outreach to new business.
- Tom Barry and Bill Nussbaum continued to serve on the 12 North Main Street Task Force. The Task Force has issued and revised numerous Requests for Proposals

ECONOMIC DEVELOPMENT COMMITTEE—CONTINUED

(RFPs) over the past several years. As of this writing, the latest RFP has closed with no responses from any potential developer. The Committee continues to discuss potential alternative plans for the site.

- Bill Nussbun and Dan Bush continue as liaisons to the 35 Town Farm Road Task Force. With the successful identification of a new site for fire training, it is hoped that the property can now be devoted to senior housing and the Westford Food Pantry.
- Retail vacancy remains an area of concern and focus for the EDC. Ron Caterino has provided an update of such vacancies at the Westford Valley Marketplace, Orchard Square, Cornerstone, and other retail shopping areas. The EDC has been briefed by local retail property management and real estate firms as to the challenges and potential solutions. This issue will remain central to the EDC work plan. The Committee was briefed by representatives from Keller Williams Realty Government Services group on their work with various towns/cities addressing the challenge of “monetizing” vacant properties. Representatives from Wilder Management briefed the EDC on efforts to attract new restaurants to available space in the Westford Valley Marketplace; EDC unanimously supported Wilder’s petition on the Town Meeting warrant to secure two additional liquor licenses as critical leverage for securing such restaurateurs. The EDC endeavors to maintain a current list of available office space and land in response to Requests for Information from MassDev and MassEcon; Tom Clay has encouraged the Committee to conduct a gap analysis of estimated lost tax revenue resulting from vacant storefronts and developable property.
- Joan Bennett and Bruce Rosenberg continued their roles as Westford EDC liaisons to the Middlesex 3 and 495/MetroWest regional partnerships, respectively. Ron Caterino and Bruce Rosenberg attended the annual 495/MetroWest regional meeting on economic status. The regional economic outlook remains cautiously optimistic. Affordable housing, transportation and skilled labor shortage are common challenges across the region’s communities. Several other Committee members have attended business forums and panel discussions, both live and virtual, pertaining to a broad spectrum of business topics hosted by Middlesex 3 Coalition, 495/MetroWest Partnership, Metropolitan Area Planning Council, and the Greater Lowell Chamber of Commerce.
- Joan Bennett attended a Middlesex 3 Coalition panel discussion on one of the region’s critical challenges: low-cost housing, especially as it pertains to new college graduates and other millennials in the workforce. This issue was further highlighted by inquiries from local employers seeking housing solutions for new hires and interns. Patti Mason, with assistance from Tom Barry, has engaged local apartment complexes to compile a list of housing options.
- Addressing one of the other critical economic development challenges, the Westford Business Association, in collaboration with the EDC, is now working with the CrossTown Connect organization to increase visibility into local transportation options.
- Bruce Rosenberg was appointed to a committee of representatives from constituent towns in the Greater Lowell area to support the NMCOG initiative to develop a five-year (2020-2024) Comprehensive Economic Development Strategy (CEDS). The committee’s charge is to review and recommend changes to the CEDS document that was submitted to the U.S. Economic Development Administration; as of the

ECONOMIC DEVELOPMENT COMMITTEE — CONTINUED

time of this report authoring the EDA has approved a CEDS grant to be administered by NMCOG.

- Jodi Ross presented an overview of Westford at the annual WBA-sponsored Town Managers' breakfast held in March at Juniper Networks which drew more than 80 attendees, including several members of the EDC. The brief included numerous highlights of new businesses and growth in the town. Presentations were also made by town representatives from Acton, Littleton, and Chelmsford.
- A small working group of Tom Barry, Bill Nussbum, Ron Caterino, and Jessica DeRoy was formed to begin discussions with the Director of Land Use Management and town departments to address opportunities for shortening the timelines and improvements in the permitting process.
- During the year, Jodi Ross, Tom Barry, Bill Nussbum, and other members of the EDC have attended ribbon-cutting ceremonies to welcome new businesses into the community. Some new companies include Westford Barbershop, WellBeing Fitness, and Fun World Language Academy.
- The Committee maintains contacts with regional technology innovation/incubator centers. Tom Barry and Bill Nussbum have engaged in discussions with Tom O'Donnell, director of UMass Lowell Innovation Hub, to consider Westford as a future site for expansion.
- With the onset of the COVID-19 pandemic and the associated shelter-in-place broad closures, the EDC activities were significantly altered. Although the March meeting was cancelled in the immediacy of the situation, the Committee initiated virtual meetings beginning in April. The standard business agenda was deferred, and initial focus directed at collecting time-critical public service information to communicate to the local business community and residents. The EDC employed the town's COVID-19 homepage to post reports and links to federal and state economic relief programs. The WBA also employed its website for communicating such critical information. Sources of information expanded to included Middlesex 3 Coalition, 495/MetroWest Partnership, Metropolitan Area Planning Council, and Massachusetts Office of Business Development.
- Jeff Stephens, Westford Health Director, briefed the Committee on the requirements for Phase 2 reopening of retail/restaurants in town. Tom Barry and Patti Mason initiated outreach in May to local real estate and shopping center management companies to gauge the state of local businesses. Tom Barry and Bill Nussbum, working with Jeff Morrisette, provided support to some local restaurateurs on satisfying outdoor dining provisions.
- The EDC continues to monitor the state of the local business ecosystem during Phase 3 of MA reopening.

For further information on the activities of the Economic Development Committee, please see the EDC webpage: westfordma.gov/512/Economic-Development-Committee
Email can be sent to edc@westfordma.gov.

EMERGENCY MANAGEMENT AGENCY

The Westford Emergency Management Agency provides emergency planning, coordination, and procurement of resources during an emergency. Additionally, Emergency Management assists citizens, businesses, and the community and responds to, recovers from, and mitigates emergencies both manmade and natural.

Joe Targ
Timothy Whitcomb
Co-Directors

In July 2019, the town implemented a new town-wide notification system: Rave/Smart 911. Residents are encouraged to sign up at smart911.com.

We met throughout the year with the Town Planning Department and other involved departments updating the Town's Hazard Mitigation Plan and Municipal Vulnerability Plan.

We received an Emergency Management Performance Grant from the Massachusetts Emergency Management Agency for \$5,100. This fiscal year the town is using these funds to update its emergency plans.

Late July brought a heatwave with temperatures reaching over 100°, which necessitated the opening of two cooling centers. In mid-October we experienced a significant wind and rain event that brought down trees and caused power outages. A similar event happened in late October and November as we had a period of unsettled weather causing power outages. Winter storms that occurred in late December/early January caused short-duration power outages. Significant wind and rain events continued into the spring, causing short-duration power outages. A long-duration power outage began on May 15, 2020 which was caused by a strong storm that may have included an unconfirmed tornado along Route 40.

During the onset of the COVID-19 pandemic in the spring, we worked with local emergency management directors sharing our experiences with each other. We worked closely with MEMA and our health and medical coordinating coalition to obtain personal protective equipment for public safety personnel.

Westford Emergency Management continues to maintain membership with the North Middlesex Area Emergency Planning Committee as our Regional Emergency Planning Committee (REPC). However, due to a change in membership, the REPC has been inactive. In spring 2020 an attempt to jumpstart the group was sidelined by COVID-19. We hope that as things return to normal there will be some discussion on where the group will go. We are also exploring other options including the Merrimack Valley REPC.

We appreciate our longstanding partnership with the volunteers of the Police Amateur Radio Team of Westford (PART) and the Upper Merrimack Valley Medical Reserve Corps, as well as the continued support and cooperation of all town departments that work with us throughout the year.

ENERGY COMMITTEE

The Energy Committee is charged to advise and assist the town by researching, identifying, designing, recommending, and implementing programs and equipment to encourage and achieve energy efficiency and conservation, and work in alignment with the Massachusetts Green Communities Division. The goals of the Committee are to reduce energy usage, create self-sufficiency, recommend renewable energy sources, shrink carbon emissions, and assist with the reduction of energy-related costs among municipal, residential, and businesses throughout the town.

Michael Berlinski
Chair

Peter Berson
Gerry DiBello
Juliette Mount
Matthew Riegert

Todd Palumbo
Alternate

During FY 2020, the Energy Committee led an effort to enhance options for residents in the upcoming renewal of the Town's municipal electric aggregation program. After meeting with residents and the Town's consultant, the Committee made a formal recommendation to the Select Board. This was to:

1. make the default option in the program one that includes additional New England-based renewable energy, beyond the state minimum
2. provide additional options for residents to customize the amount of additional renewable energy in their electric supply
3. continue to deliver cost savings.

The Select Board approved a program where the default option will include an additional 10% New England-based renewable energy, and customers will have options to "opt up" or "opt down" to get more or less renewable energy associated with their electricity. This is a win-win for our environment and our economy, as the design of the program will support local clean-energy sources and reduce consumer costs.

As background, Westford has had a municipal electric aggregation program since 2016, following a Town Meeting vote in 2015. Under this program, most residents and small businesses are automatically enrolled in a competitively sourced electric contract to achieve price savings and stability. Residents can choose to opt out and receive electric supply from the utility (National Grid) or another competitive supplier. More information on the electric aggregation can be found at this website: westfordma.gov/1101/Electric-Aggregation.

The Committee also continued efforts on several projects. It connected with the 35 Town Farm Road Task Force and remained in touch with the Permanent Town Building Committee to collaborate on town building projects. The Committee discussed concerns on the impacts from climate change with residents and groups including the Sunrise Movement and Westford Climate Action. The Committee continued to look out for opportunities to reduce energy consumption and increase renewable energy use and for grants for projects like photovoltaic solar systems and electric vehicle infrastructure.

Website: westfordma.gov/299/Energy-Committee

ENGINEERING DEPARTMENT

Annual Town Meeting established a Stormwater Enterprise Fund in 2020 to cover the increasing costs associated with discharging rain and melting snow into our rivers, streams, lakes, ponds, and wetlands. The Engineering Department worked closely with the town's stormwater consultants and our financial team to prepare a stormwater budget that will comply with the U.S. Environmental Protection Agency's (USEPA) permit requirements. Since 2003, the Engineering Department has had a lead role in managing the USEPA Phase II Stormwater Permit in order to discharge stormwater runoff into our natural resources.

Paul Starratt, P.E.
Town Engineer

Jeremy Downs, P.E.
Assistant Town Engineer

In 2020, the Engineering Department undertook a town-wide culvert study to evaluate the structural and functional capacity of the town's 200 culverts. When complete, the study will assist us with prioritizing and scheduling maintenance and repairs of this important part of our aging infrastructure. The newly created Stormwater Enterprise will help fund the maintenance costs of our stormwater culverts.

The intersection improvements at Dunstable Road and Groton Road were substantially completed in 2020, with new pedestrian accommodations, stormwater upgrades, and full traffic signal system to replace the existing flashing light. \$2.7 million for construction was funded by the Massachusetts Department of Transportation (MassDOT) after the town appropriated money for design, including the use of mitigation funds from the nearby Summer Village development.

Design of the Boston Road Reconstruction Project advanced to the 25% design stage as a combined effort of the Engineering Department, Highway Department, and Water Department. The proposed project will include a new water distribution system, a sidewalk connection from the Town Center to Littleton Road, drainage improvements, and bike lanes. This project was approved by MassDOT for approximately \$10.2 million in construction funding with assistance from our regional planners at the Northern Middlesex Council of Governments. It is anticipated that the design plans will be completed and permitted for construction in 2024.

Engineering responsibilities for public projects include design, estimates, construction management, and inspectional services. Private projects are also reviewed for compliance with town ordinances in stormwater management, traffic, and subdivision rules and regulations. In 2020, some of the public projects included a proposed new Fire Department Training Facility, drainage improvements at the Bruce Freeman Rail Trail, and proposed new sidewalks on Carlisle Road and Acton Road. Westford also received a \$105,000 grant from MassDOT's Shared Streets Program to design and construct a new sidewalk and accessible path to the Abbot Elementary School.

The Engineering Department works with the Highway Department, Planning, Conservation Department, and Recreation Department to support the operations of the town's infrastructure. Engineering services include reviewing plans and specifications for compliance with design standards, and the construction inspection of subdivision infrastructure for compliance with approved plans.

FACILITIES DEPARTMENT

The Town and Schools Facilities Department completed many projects during FY 2020, with the goal of ensuring that students, administrators, and other staff members all have a safe, clean, and healthy working and/or learning environment.

Paul Fox Jr.
Director of Facilities

Our top initiative was tasked to us by the Town and School Safety Task Force. Through the support of our consultant's data, we analyzed and interpreted recommendations to create a five-year safety improvement capital plan. This plan is divided into several actionable categories designed to improve and continue providing a safe environment for the Westford community. Thanks to recent support at Town Meetings, we have been able to implement projects related to communication access control within our school buildings. We plan to finalize these two projects and others in the near future.

Continuing with the concept of safe buildings, the Facilities Department received amazing support from all departments to implement better cleaning standards and practices. During this time, we equipped our custodial and maintenance teams with modern and advanced cleaning equipment and supplies. An air quality and building systems audit was also conducted within each of the school buildings and is ongoing within the town buildings. This audit allowed us to make the necessary repairs and adjustments to assure us that our building systems are functioning at the highest and safest levels. To further supplement these initiatives, the Town of Westford and Public Schools also purchased air purifiers and strategically placed them throughout the buildings to effectively remove viruses and other elements from the air.

The Facilities Department also managed numerous FY 2020 capital improvement projects this year. They include the following: painting of the Town Hall and Historical Society Cottage, the restoration and repair of the Town Hall sidewalks, a new dry fire suppression system at the Water Department, two new compressor packaging units at Westford Academy, and the completion of a new make-up air supply unit at the Abbot Elementary School. We are truly grateful for all of these approved projects and funding sources that can be implemented without using operational funding sources.

Of course, many maintenance and improvement projects are accomplished using available funds within the School Department's or Public Building's operating budgets. Some of these projects include improvements or repairs to our heating, plumbing, and electrical systems. Other more specific projects include the replacement of a hot water tank at the Highway Department and the replacement of emergency lighting at the Cameron Senior Center and Town Hall. Additionally, we are always looking for opportunities to reduce our energy consumption. One specific example of an energy reduction in FY 2020 was the installation of eight new variable frequency drives at the Abbot School and Westford Academy. These drives are projected to save the school systems approximately \$4,500 per year. The maintenance and operation funds are expended as efficiently as possible to ensure that needs and accommodations such as the above can be met each year.

I along with the Town of Westford and Public Schools would like to recognize the hard work of Facility Administrator Jacqueline Studley as well as our custodial and maintenance staff, and commend them all for a job well done. COVID-19 has added additional responsibilities to each of their roles and they have all gone above and beyond to support the mission of the Facilities Department. Thanks also to Richie Crocker and Bill Kenison for their years of services to the Town of Westford and Public Schools

FACILITIES DEPARTMENT—CONTINUED

Facilities Department. Finally, we are grateful for the continued support of Westford's voters, board members, committee members, and other town departments.

Facilities Department
23 Depot St, Westford, MA 01886
978-399-2435

FINANCE COMMITTEE

The Finance Committee is an independent town board whose members are appointed by the Town Moderator for overlapping three-year terms. The Committee is charged with advising Town Meeting on all matters with a financial impact on the town.

To make informed recommendations, Committee members regularly consult other committees and town officials. Members of the Committee regularly attend School Committee, Board of Selectmen, Capital Planning Committee, and Permanent Town Building Committee meetings, among others, in order to keep abreast of matters with fiscal impact.

An extensive review process and much deliberation preceded the Committee's FY 2020 budget recommendations. During this period, the Committee met with the Town Manager, Finance Director, department heads, Board of Selectmen and School Committee to discuss the proposed budgets and to gather information necessary to provide the budget recommendation to Annual Town Meeting. The Committee publishes and mails its recommendations and background information on the budget to all Westford residents before Annual Town Meeting.

In June 2020, the voters at the Annual Town Meeting passed a \$120,880,934 operating budget for FY 2020, an increase of about \$2,903,262 (2.46%) over the prior year's final budget, with the majority funding the Westford Public Schools budget (+\$1,614,788) and the Employee Benefits & Miscellaneous budget (+\$1,036,193). This was also the first year that included the Stormwater Enterprise budget of \$1,250,138. Overall, Town Meeting was presented with a balanced budget, where anticipated revenues are projected to match the approved operating budget. In the fall 2019, Free Cash was certified at \$4,289,481. The town will begin FY 2021 with a Free Cash balance of \$3,355,309 in addition to our Stabilization Fund balance of \$5,535,390, leaving 8.06% of the operating budget in reserves. The goal is to have between 5% and 10% of available funds in reserve per the Board of Selectmen's budget policy. The net effect of these budget elements yielded a tax impact increase of 3.17%.

In FY 2020, Westford received a 1.21% increase in state aid, with an additional \$145,620 in Chapter 70 funding and \$59,329 in Unrestricted Local Aid. However, the burden of providing local services continues to rely more heavily on property taxes and local revenues. New growth was certified at \$1,069,837 in FY 2020, which is \$329,594 more than in FY 2019. The Hanover apartment buildings on Route 110 were one of several developments that contributed to the increase in new growth. The town will most likely see new growth decrease in FY 2021, as this project is completed. Lastly, the health insurance premium for current employees increased by 7.90% as the town and Insurance Advisory Committee agreed to sign a one-year renewal with Blue Cross Blue Shield. The Medicare rates for retirees aged 65 and older did not increase this year. Westford contributed \$1,022,440 to our Other Post-Employment Benefits (OPEB) liability, bringing the total funding to \$7,127,037. These financial factors enabled Westford to maintain its AAA bond rating with Standard & Poor's.

In January 2020, the Committee conducted its annual reorganization and elected Hari Vetsa, chair; Kristina Greene, vice-chair; and Dennis Galvin, clerk. The Finance

Hari Vetsa
Chair

Kristina Greene
Vice-Chair

Dennis Galvin
Clerk

Liewei Bao
John Cunningham
Heather FitzPatrick
Shankar Hegde
Beth Morrison
Patricia Pilachowski

FINANCE COMMITTEE—CONTINUED

Committee would like to thank Shankar Hegde and Patti Pilachowski who left the Committee this year for their years of service to our town. The Committee meets Thursdays at 7:00 p.m., weekly during budget reviews and when departments request funds from the Finance Committee reserve fund. Westford's Finance Director Dan O'Donnell provides invaluable financial updates and assistance to the Committee.

FIRE DEPARTMENT

Ambulance/Paramedic Program

When the COVID-19 pandemic was presented to our staff, we continued to deliver top-notch medical care to our community, placing the safety of our community and our members as a priority. Despite call volume declining initially, each call took longer due to preparation, treatment, and decontamination of equipment. The pandemic created a host of challenges for our staff from treating patients, to attending classes, to completing required training. This challenge was met head-on by our staff with the assistance of our leadership and support of our town. As of June 30, 2020, no firefighters tested positive for COVID-19.

Joseph T. Targ
Fire Chief

Ambulance Enterprise received \$18,269 from the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act that will be used to offset the loss of revenue during the pandemic.

We continue to work on reimbursement for the unpaid balance of certain ambulance bills through the Certified Public Expenditure Program (CPE) for Governmental Ambulance Providers. Dan O'Donnell, the town's Finance Director, and Joe Joyce, Fire Department Office Manager, work yearly on this submission.

Training

Westford Fire delivered over 120 hours of education to our staff and the community. This included simulated training with a newly purchased iSimulate manikin package that will emulate realistic scenarios in training. We were also able to upgrade five of our CPR manikins to "feedback manikins" as required by the American Heart Association.

All fire department personnel participated in a Pump Operator/Engineer training program and received certificates through Fire Department Support Systems, Inc.

All personnel completed various training programs while on duty. Training at the Massachusetts Fire Academy was limited due to restrictions from COVID-19, however shifts participated in online classes such as Confined Space, Rehab, Air Management, Traffic Incident Awareness, Compressed Natural Gas, Chemical Suicide Awareness, Photovoltaics for the Fire Service, and Transitional Attack.

Capital Program

The 2020 Annual Town Meeting was delayed due to COVID-19 and held in June. We received approval to replace our current self-contained breathing apparatus (SCBA) which are over 13 years old. Through capital expenditures we purchased 36 complete SCBA units, spare air cylinders, and a face piece for each firefighter. The new breathing equipment has several additional safety features compared to the old ones, including thermal imaging camera, improved communication intelligibility, universal personal alert safety system, and low-air alarm that now activates at 33% rather than 25% of the remaining air in the cylinder allowing more time for firefighters to escape a hazardous environment. The new SCBA features a single rechargeable battery and displays the percentage of battery life to other firefighters while operating at a scene. Since breathing harmful toxins encountered at a fire scene is the leading cause of cancer and lung disease in firefighters, these new SCBAs will greatly enhance the safety and well-being of the firefighters serving the citizens of and visitors to Westford.

FIRE DEPARTMENT—CONTINUED

After moving into our new Fire Headquarters at 65 Boston Road – Fletcher Station 1 – on November 1, 2018, the Building Account was closed out in spring 2020 under budget for the project.

SAFE Program

Westford Fire Department continues to participate in the state’s Student Awareness of Fire Education program where we receive a small grant to provide fire safety education. Firefighters attend our public schools bringing our safety messages, such as the importance of having working smoke and carbon monoxide detectors/alarms, having an escape plan, and knowing two ways out of a structure. We provide fire station visits/tours, attend community events, and work with our local Council on Aging.

This year the Fire Department, in partnership with the Senior Center, initiated a new lock box program called “Keysafe.” This program is designed for our elderly and at-risk residents. With this program, in the event of an emergency when someone becomes unable to get to the door, the Fire and Police Departments will have a secure, direct access to the residence and will be able to secure the residence properly afterward. In conjunction with other commercially available devices, this program can help those residents to stay in their homes with a greater sense of security and peace of mind. This is just another way that we can help service the residents of our town. Thank you to everyone who has helped to make this a successful program. If you have any questions or would like more information about this program, please contact the Senior Center.

Personnel

Last year two of our firefighters retired.

Captain James Barrett started as a Call Firefighter in 1981 and attained the rank of Call Captain. In 1987, he was hired as a Permanent Firefighter/EMT and was promoted to Lieutenant on May 1, 2002 and then promoted to Captain on August 1, 2009.

Jim assisted and wrote many of the Fire Department grants such as the Staffing for Adequate Fire and Emergency Response Grants (SAFER) Grants for staffing as well as grants for equipment such as the Flashover Trailer, SCBA, Fire Alarm System for the fire stations, and Plymovent Vehicle Exhaust system in the stations.

He was an instructor in the Westford Firefighter I/II program as well as for the EMT/CPR training and recertification programs. Jim was also instrumental in helping to develop the Paramedic Program in Westford and served as one of the first International Association of Fire Fighters (IAFF) union officers that negotiated the first collective bargaining agreement.

On-Call Firefighter/EMT James “Klicker” Klecak retired after more than 25 years of service to the town of Westford.

Jim was appointed as an On-Call Firefighter on June 6, 1994. Besides serving as a firefighter and EMT, he represented our department at events in town as a member of our Honor Guard. He is an active member of the Westford Firefighters Association, where he currently serves as secretary. As a member of the association, he was instrumental in the fundraising efforts to build Westford’s Firefighter Memorial located in the courtyard at Town Hall. His most recent undertaking was working to attain the Association’s 501(c)(3) designation. Jim is also part of the team that awards the Association’s

FIRE DEPARTMENT—CONTINUED

scholarship to graduating seniors from Westford Academy and Nashoba Valley Technical High School.

Typically when firefighters hang up their helmet for the last time, it's a big event. Because of the current world events and the need for social distancing, members of C-Shift did a drive-by past Firefighter Klecak's home on April 30 to congratulate him and wish him luck.

Annual Town Meeting approved two additional firefighters for FY 2020, bringing the total number of firefighters/paramedics added this year to five. Richard Layne Jr joined the department in July 2019 bringing 13 years of experience in EMS and completing the Massachusetts Fire Academy in May 2020. In February 2020, WFD hired Michael Calthorpe, Peter Imhof, Brett LaFosse, and David Ricard, bringing over 36 additional years of EMS experience to our department.

COVID-19

In the spring of 2020, we saw the onset of cases of COVID-19 in the state of Massachusetts and local communities. We were inundated with emails of federal and state guidance and correspondence from local communities on how they were reacting to the virus operationally; this guidance often changed daily. We consulted with our Medical Director and EMS Coordinators, and working with the fire officers and the union, we implemented some guidelines and operational changes in how we operated daily on calls and in the station. Guidelines included mask policies in situations where social distancing was not possible, wearing masks outside the station in public as we were high risk, keeping a minimum of four paramedics on shift at all times, and staffing 10 per shift to allow both ambulances to be staffed and provide extra help with donning and doffing personal protective equipment. We limited the public visiting our buildings. We had made a protocol for all calls where initially only one person would put full PPE on to reduce the usage of it. We worked with other departments, our Regional Health and Medical Coordinating Coalition, and the Massachusetts Emergency Management Agency (MEMA) to obtain personal protective equipment from many different sources. Thank you to the Westford Health Department for guidance, along with other town departments, the Select Board, and our residents for their support. It was in the cooperation of all parties that we kept the public and our personnel safe.

FIRE DEPARTMENT — CONTINUED

Fire Chief

Joseph T. Targ

Deputy Fire Chief

Daniel A. Britko

Office Manager

Joseph Joyce

Full-Time Personnel

A-Group	B-Group	C-Group	D-Group
Captain David M. O’Keefe	Captain Shawn P. Girard	Captain Michael Denehy James P. Barrett (ret.1/2/20)	Captain Mark N. Valcourt
Lieutenant Darren Lanier	Lieutenant Timothy Bellemore	Lieutenant David Lefebvre	Lieutenant James Lamy
Firefighter/EMTs William Cashman Joseph Delpapa, Jr. Susan Smith Timothy Vigers	Firefighter/EMTs David Greenwood Timothy Hall Mark Witherell	Firefighter/EMTs David Christiana Thomas Lemieux Shawn Ricard	Firefighter/EMTs Andrew Anderson Justin Geneau Leon Niemiera
Firefighter/ Paramedics Ryan Monat Everett Olsen, III David Ricard John Tuomi	Firefighter/ Paramedics Sean Brown Zachary Driscoll Brett LaFosse Joseph Powling Jonathan Zielinski	Firefighter/ Paramedics Brian Baker Jeffrey Douchinette Michael Hanley- McCarthy Peter Imhof Richard Layne	Firefighter/ Paramedics Michael Calthrope Scott Florio Jesse Ryan Benjamin Simmons Matthew Svatek Kurtis Trieby

On-Call Personnel

Firefighter/EMTs James R. Klecak (ret.4/30/20) Don Post	Firefighters Stephen A. Wyke James Joncas	EMTs Nancy V. Burns
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FIRE DEPARTMENT — CONTINUED

Special Assignment Firefighters

Fire Training Director Capt. David O’Keefe	Fire Investigation Unit Joseph Delpapa Joseph Powling	Emergency Management Co-Director Chief Joseph T. Targ
ALS Coordinator Jeffrey Douphinette	EMS Coordinator Sean Brown	EMS Director Zachary Driscoll
Fire Prevention Lt. Donald Parsons	Juvenile Fire Setters Program & SAFE Lt. Donald Parsons	Community Service Officer Lt. Donald Parsons
Grants Capt. David O’Keefe Capt. Michael Denehy	Hazardous Materials Tech. William Cashman	SAFE Educators Justin Geneau Lt. David Lefebvre Kurtis Triehey
Social Media/Website Information & Support David Christiana Ben Simmons	Code Enforcement Deputy Chief Daniel Britko Lt. Donald Parsons	Communications Team Chief Joseph T. Targ Matthew Svatek Lt. David Lefebvre

Statistics

Working on/system tests	912
Ambulance calls	2018
Outside ALS Lowell	7
District 6 incidents	52
Medical helicopter	4
Assistance	244
Appliance	7
Engine medical assist	1539
Box alarms	161
Trouble alarms	220
Brush	24
Smoke in the building	25
CO detector	75
Vehicle	16
Fuel	9
Chimney	2
Outside electrical	51
Alarm co. calls	123
Natural gas leaks	47
Smoke investigation	87
Illegal burning	31
Elevator rescue	3
Lockout	29
Fire, other	
Fire in a building	10

FIRE DEPARTMENT — CONTINUED

Mulch fire	11
Water problems	8
Lightning strike	1
Mutual aid out	126
Mutual aid in	148
Dumpster	2
Water/ice rescue	2
Total engine responses	3001
Cooking fire permits	201
Brush permits	763
Blasts monitored	28
Blasting complaints	8
Smoke detector/CO detector inspections (26f/26g)	298
Fire drills	48
Mutual aid ambulance in	101
Mutual aid ambulance out	113
“Back-to-back” calls	884
Multi-FF/EMT transports	98

Requested mutual aid fire in: 48

Requested mutual aid ambulance in: 101

Mutual Aid Received

Town/Service	EMS	Fire
Lowell General paramedics	7 ALS	
Pro ALS		
Littleton	60 ambulances	11 engines
Ayer		4 engines
Boston MedFlight	3 helicopters	
Trinity	17 ambulances	
Groton	6 ambulances	2 engines
Tyngsboro	6 ambulances	6 engines
Carlisle		5 engines
Chelmsford		6 engines, 1 ladder
Lowell		3 engines
Acton	2 ambulances	2 ladders
Nashua, NH		2 engines
Dunstable		1 engine
Department of Fire Services		FIU, hazmat
		N.E. Tech Rescue

FIRE DEPARTMENT — CONTINUED

Request for mutual aid fire out: 19

Request for mutual aid ambulance out: 115

Mutual Aid Given

Town/Service	EMS	Fire
Littleton	16 ALS, 19 BLS	5 engines
Acton	4 ALS, 8 BLS	6 engines
Ayer		
Groton	49 ALS, 3 BLS	1 engine
Tyngsborough	3 ALS, 4 BLS	
Chelmsford/Trinity EMS	5 ALS	5 engines
Lowell		1 engine
Carlisle	1 ALS, 1 BLS	
Pepperell	2 BLS	
Andover		
Dunstable		1 engine

FRIENDS OF EAST BOSTON CAMPS

Westford Friends of East Boston Camps (EBC) has been recognized by the IRS as a charitable organization under Section 501(c)(3) of the IRS code and contributions are tax deductible.

Our Mission

Westford Friends of East Boston Camps was established in 2007 as a nonprofit organization with the mission of supporting the conservation, maintenance, and improvement of the historic East Boston Camps property for environmental, outdoor recreational, and educational purposes.

Our Goals

- Preserving the scenic beauty and natural resources of Stony Brook Conservation Land
- Restoring the historic East Boston Camp buildings
- Bringing back the tradition of overnight camping
- Providing support for including inner city children in camping programs
- Supporting events to promote community awareness and appreciation

Our Projects

After our major accomplishment of raising \$285,000 to complete a new bathhouse in 2017, in FY 2020 we completed landscaping for the bathhouse and renovated the infirmary to bring it into ADA compliance. We also completed several kiosks filled with information at the beaches and the entrances to the camps.

Our focus for the coming year is Nashoba Lodge, also known as the Rec Hall. It needs some significant renovation to allow it to be used to its full advantage. It has a spacious interior with a large granite fireplace and is a wonderful place for:

- indoor game playing
- educational events for conservation and local wildlife
- educational use for 5th Grade Camp, Scouts, and other groups
- gathering after trail walks
- event space

We will also be replacing the exterior doors in the kitchen area of the dining hall.

Our Events

Our 11th Free Annual Fall BBQ Festival on October 3, 2019 was held at the Camps with 700 to 800 attendees. Among the festivities were:

- hay wagon rides to the Camps
- free hamburgers, hot dogs, drinks, and Kimball's ice cream
- live music, marshmallow toasting, games, and apple bobbing
- nature walks and live critters to view

Paul Royte
President

Peter Mahler
Treasurer

Sue Corneliussen
Secretary

Denise Brunelle
Diane Earl
Sunny Killoran
Patti Mason
Rose O'Donnell
Marcia Stokes
Leslie Thomas
Board Members



FRIENDS OF EAST BOSTON CAMPS—CONTINUED

Unfortunately because of the COVID-19 restrictions this year, we were unable to hold a Fundraising Gala. In lieu of that, we are reaching out to past sponsors and supporters for any contributions or donations to help us continue our work on restoring the buildings and facilities at East Boston Camps.

You can help to preserve and maintain Westford's natural treasure. Do you want to continue the camping tradition on this historic property? Have you enjoyed our free family fun events? Are you among the many walkers with or without your four-legged friends enjoying this Westford outdoor treasure? Show your support by becoming a Friend, buying a brick, or renewing your membership at our website: westfordfriendsebc.org And while you are there you can download a free EBC Trail Map or pick one up at a kiosk!

BOARD OF HEALTH

The Board of Health, an elected board, is responsible for developing policies and regulations, and enforcing local and state health and sanitary codes. The Board is charged with protecting the public health and safety of the town. The Board directs the Health Department to carry out enforcement. The Board of Health meetings are held the second Monday of each month at Town Hall or virtually.

In 2019-20, the Board of Health continued its proactive approach to protecting the community’s public health with normal programing until February 2020 when COVID-19, a novel coronavirus, struck the United States. Public health was thrust to the front line to combat the spread of this deadly disease. This is a pandemic-causing virus that had no vaccine options at the time, and in the early months no known way to protect the public except with tried-and-true public health disease-mitigation tools such as hand washing, social distancing, and wearing of face masks.

The following personnel make up the Health Department:

Jeffrey Stephens, R.S., CP-FS	Health Director/Medical Reserve Corps Director
Rae Dick, CP-FS	Director of Environmental Services
Laurie Lessard	Administrative Assistant
(vacant)	Substance Abuse Prevention Coordinator
Gail Johnson, R.N.	Public Health Nurse
Abby Graham, REHS, MPH	Health Agent (1st Year)
Arnie Price, CP-FS	Food Inspector
Andrea McKinley, Catherine	Registered Dental Hygienists
McLarney, Lisa Smith	
Nancy Burns (grant)	Medical Reserve Corps Coordinator

Stephanie D. Granger <i>Chair</i>
Zac A. Cataldo <i>Vice-Chair</i>
Michele Pitoniak-Crawford <i>Secretary</i>
Joanne Belanger Susan M. Hanly



Public Health
Prevent. Promote. Protect.

HEALTH DEPARTMENT

The Westford Health Department provides a wide range of clinical, environmental, and emergency preparedness services to help monitor and improve the health and safety of the residents of Westford. These diverse public health initiatives and efforts, conducted by our staff, promote positive health practices, protect the health of the community, and encourage healthy behaviors across the life span. We are committed to planning and delivering accessible health services to Westford residents and reducing the incidence of illness and death in our community through surveillance and education.

Jeffrey Stephens
*Health Director/
Medical Reserve Corps Director*

Health Services Division

The Health Services Division focuses on early detection of disease, elimination or control of risk factors for adverse health conditions, and the application of available preventive measures. For FY 2020, the second half of the year was spent working on contact tracing, local data management, and education as it pertained to COVID-19. Emergency preparedness was put into the forefront with pandemic readiness, and at times a constant flow of regulatory changes were processed almost daily.



When not working on pandemic strategy, the Health Services Division addresses a comprehensive range of health conditions and concerns. Programs and services include:

- communicable disease surveillance
- communicable disease control
- immunization programs (including yearly community and school-based flu clinics)
- health fairs
- educational programs for the community and schools
- health screenings
- mental health programs (with referrals)
- substance abuse prevention services
- school-based dental program (grades k-5)
- senior dental program
- tobacco control (including enforcement of state and local smoking control requirements)
- issuance of permits for tobacco retailers (with compliance monitoring)
- town employee wellness program
- sharps program
- unwanted medication drop-off
- and emergency preparedness.

A complete list of services is on our website at: westfordma.gov/215/Health-Department.

This year, the department managed to carry on a full complement of services during the COVID-19 shutdown. In the fall the Health Department focused heavily on tick- and mosquito-borne illnesses in order to educate the public on these very preventable diseases. Local statistics show that reported tick-borne illness has risen in Westford. This

HEALTH DEPARTMENT — CONTINUED

year, the Health Department changed its focus to education on COVID-19 and disease management and prevention. This will be the focus for the foreseeable future.

The Health Department remains the host agent for the Upper Merrimack Valley Medical Reserve Corps (MRC). The 550-member unit prepares for local disaster response and promotes public health across the region. The unit supported 21 inoculation clinics across the region, including eight flu clinics in Westford.

We continued to educate senior citizens and the homebound about emergency preparedness. To maintain our readiness, we continued to recruit, credential, train, and steadily build on our deployment skills. For more information about the UVMVRC, see UMVMRC.org.

The town continues to address the issue of domestic violence within the community through the Westford Coalition for Non-Violence (WCNV). Various town departments, concerned residents, clergy, and victims attend monthly planning meetings. For more information on the WCNV and a listing of local resources, go to wcnv.org.



This year, we continued to solicit grants, which enable us to provide expanded services to our residents. We received generous donations of \$5,000 from the Friends of the Cameron Senior Center and \$5,000 from the Westford Charitable Foundation to support our shingles and senior dental programs. We are extremely grateful for the support of all our partners, which enables us to continue to provide high-quality preventive services to the community and our valuable residents.



We continue to work with the Police Department, Westford Public Schools, Massachusetts Opioid Abuse Prevention Collaborative (MOAPC), Substance Abuse Prevention Collaborative (SAPC), the Westford Parent Connection, and other organizations to educate the public on increasing trends in drug usage. This year, Westford hosted the Substance Abuse Opioid Symposium. We continue to monitor tobacco sales at local stores. The tobacco regulations were changed, increasing the age to purchase tobacco to 21 years old. Vaping has now become the challenge of the tobacco industry. The Health Department has updated the tobacco regulation to ban vape devices in the schools. The hope is this will decrease vaping instances within the schools.

We also continue to address dental health through two important services. Our school dental program for students in grades K-6 is led by dental hygienists Andrea McKinley, Catherine McLarney, and Lisa Smith, who are committed to providing an excellent oral health program to the students. Because of our generous benefactors and Dr. Tom Schofield, we are also able to continue the dental program for senior citizens. Our grants,

HEALTH DEPARTMENT — CONTINUED

administered in cooperation with the Cameron Senior Center, provide high-quality dental care for underinsured seniors.

Health Services Statistics

School-Based Dental Program

Total in program	225	Total referrals	118
Total fluoride/cleaning/screening	86	Caries	39
Total screenings	225	Orthodontics	29
		Sealants	50

Totals by Class

Kindergarten	65	3rd grade	31
Pre/1st grade	41	4th grade	27
2nd grade	36	5th grade	25

Environmental Services Division

The Environmental Services Division is charged with the protection and prevention of environmental hazards that may adversely affect the health, safety, and well-being of Westford residents. Rae Dick was promoted to serve as the Director of Environmental Services.

Programs and services include Title 5 soil evaluations as well as inspections of septic system installation, swimming pools, beaches, housing, beavers, food establishments, recreational camps for children, hazardous materials, stabling/piggery, pest and vector control, polystyrene/plastic bags, and demolition.

The Environmental Services staff maintains the mercury collection program, investigates environmental violations, conducts site plan reviews, reviews building permit applications, and oversees private drinking water wells and groundwater protection. The staff conducts enforcement actions, investigates general health nuisances/complaints, and provides educational programs on environmental health topics and issues to both the businesses and citizens of Westford.

Some of the programs and accomplishments of the Environmental Services Division include co-chairing the ongoing work of the Healthy Lakes and Ponds Collaborative, which works to improve the overall quality of Westford’s waterbodies. The collaborative raises awareness, educates the public on invasive weeds, and works to maintain the health of the town’s lakes and ponds. The collaborative received over \$90,000 in Community Preservation Funds this year to continue the monitoring, surveying, and treatment of the lakes and ponds.

The Environmental Services Division developed a Hoarding Task Force to help residents work through their housing violations and mental health needs. In addition, several local regulations were updated this year. A Town Meeting-passed regulation regarding a plastic bag reduction was implemented by staff this year. Department staff provided education to all local businesses and the public regarding the environmental need to reduce the use of plastic bags.

The U.S. Food and Drug Administration’s (FDA) Voluntary National Retail Food Regulatory Program Standards is a program of nine standards, designed by the FDA to foster food safety through risk-based systems. This year the department met an additional program standard. The Health Department received a total of three grants from the FDA

HEALTH DEPARTMENT — CONTINUED

retail standards program to continue with on-going improvements to the department’s food inspectional program and to purchase electronic software for the field. Our food inspectional program provided ongoing food safety education and a food certification manager course this year to several organizations and businesses in the community.

Annually, the division staff also provides trainings, programs, and community health fairs, including Homeowner and Realtor Septic Systems 101 classes, Septic Installer/Inspector training classes, Tick-borne Illness Prevention programs, Weed Watcher programs, and Food Safety Education classes. The staff also continues to work on their annual professional development requirements.

Communicable Diseases

Campylobacter	0
Babesiosis	0
COVID-19	167
Giardia	1
Cryptosporosis	0
Hepatitis B	0
Hepatitis C	1
HGA	11
Influenza	326
Legionellosis	1
Lyme Disease	44
Pertussis	0
Salmonella	5
Shiga toxin producing organism	3
Active TB	0
TB Latent	4
Varicella	1

Services

School Flu Immunizations	39
Seasonal Flu Immunizations	1361
Pneumonia	0
Immunizations	70
Pap Smear Clinic	N/A
Home Visits	6
Hearing Testing	13
Hypertension Screening	65
Animal Bite Consultation	36
Cholesterol Screening	5
Tuberculosis Testing	0
MRC Hypertension Screening	350

Educational Programming

Number of Programs	9
Participants	300
Employee Health Programs	8
Number of Participants	146
CPR/First Aid trained	327

HEALTH DEPARTMENT — CONTINUED

Documents and Applications Processed

Septic Related

Septic Haulers/Installers	85
Soil Evaluations & Percolation Testing	77
System Construction	143
Portable Chemical Toilets	1
Title 5 Inspections Reviewed	201
System Construction Inspections	649

Water/Well Systems Related

Wells/Water Systems	13
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Camp/Camping Related

Day/Overnight & Rec Camps	4
Inspections Conducted	4

Recreational Water Related

Swimming Pool Inspections	19
Swimming Pools	20
Bathing Beaches	12
Bathing Beach Inspections/Testing	180

Food Service Related

Permitted Food Establishments	178
Food Establishment Complaints	27
Catering Licenses	2
Other (frozen dessert, milk, & cream)	105
Food Establishment Plans Reviewed	6
Mobile	8
Seasonal Establishments	22
Temporary Events	46
Farmers Market	12
Residential	5

Body Art Permits

Body Art Practitioners	1
Body Art Establishments	2
Body Art Plan Reviews	1

Temporary Housing	0
Housing Inspections	68
Beaver Inspections/Complaints	6
Building Permits	168
Stabling & Piggery Permits/ Inspections	12
Hazardous Materials Registrations	28
Demo Permit Inspections	9
Funeral Director Licenses	3

HEALTHY WESTFORD COMMITTEE

The Healthy Westford Committee is working on a number of areas, including outdoor walking, healthy environment, and healthy food.

Walking

Knowing that many people in Westford are walking outdoors, the Committee is helping by studying walking conditions and considering possible improvements to link neighborhoods and connect to desirable destinations. Schools are special destinations, where it would be beneficial to make well-marked walkways and, in the case of trails, making the trails inviting and easy to identify. The Committee is also considering store-to-store walking in the Route 110 commercial area, looking for ways to make it easier to walk between places where currently it is necessary to get back in a car and drive.

The Committee is working with the Pedestrian Safety Committee and the Commission on Accessibility, where our subjects overlap a lot. One example is a planned sidewalk extension along Plain Road going toward Depot Street. Currently the sidewalks along Plain Road (which provide good walking around Nabnasset School) extend as far as the beginning of Nutting Road. We are working with the Pedestrian Safety Committee, analyzing a possible alternative to a sidewalk, which would be an off-road walkway through the town-owned Grassy Pond Conservation Land. This might be a wheelchair-accessible walkway, which would be quite different from a normal sidewalk – it would be a woodland path among large trees and with views of Grassy Pond. If this materializes, it would be the only woodland walkway in Westford that is wheelchair accessible.

Healthy Environment

Among other things, the Committee is promoting good choices for lawns, minimizing poisons that are harmful to birds and other wildlife, and avoiding excessive watering, which would be wasteful. Our recommendations are summarized on our town webpage: westfordma.gov/708/Healthy-Westford-Committee.

Healthy Foods

One focus of the healthy foods activities is to promote a vegetarian diet. This and other Committee recommendation are summarized on our webpage: westfordma.gov/708/Healthy-Westford-Committee.

William Harman
Chair

Kathleen Lynch
Vice-Chair

Don Galya

Carol Gumbart
Conservation Commission

Alex Hilton
Sean Kelly
Shanti Maheshwari
Katherine Russell
Jeffrey Stephens
Health Department

Lynn Tyndall

Will Darling
Alternate



HIGHWAY DEPARTMENT

The Highway Department from July 1, 2019 through June 30, 2020 performed the following work:

Richard (Chip) Barrett
Highway Superintendent

Town Roads

Regular maintenance and repair of town roads consisted of cleaning and repairing catch basins and manholes, cutting brush on the sides of the roadways, repairing guardrails, and patching and sweeping roads and municipal parking lots. The Highway Department also grades all town gravel roads, installs berms and curbing, and cuts and clears trees from the roadways during and after storms.

This year 10,000 tons of bituminous concrete was used for repair and maintenance of town roads.

Roads Resurfaced

The following streets were resurfaced with bituminous concrete:

Abbot Street	Jack Rabbit Lane
North Main Street (portion)	Lakeside Terrace
Maple Street	Hearthstone Road
Blue Heron	Cobbler Road
Shipley Circle	Chippewa Road
Gooseneck Lane	Pine Hill Road
Eagles Nest	Main Street (portion)
Loon Way	Swanson Lane
Birchwood Road	Morning Glory Circle
Grassy Lane	Marie Anne Drive
Pond View Circle	Nutting Lane
Fawn Road	Bobolink Road
Crocker Drive	

In addition, 19 catch basins were repaired and 64 catch basins were replaced.

Drainage: Town Roads

The following streets had drainage installed:

North Street	300' of 12" leach pipe
North Main Street	60' of 12" leach pipe
Providence Road	60' of 30" culvert pipe
Keyes Road	60' of 24" culvert pipe

Snow and Ice Removal

The Highway Department, in the interest of public safety and for the convenience of motorists, cleared the snow and ice from approximately 175 miles of roadway. In this process, the town used 4,900 tons of road salt, 40 tons of sand, and 14,500 gallons of liquid anti-icing product.

Following are the dates the Highway Department was called out to treat or plow the town's roads.

November 21	0" freezing rain	salt
December 1 & 2	10" snow/sleet	plow/treat
December 3	10" snow	plow/treat
December 6	1" light snow	salt

HIGHWAY DEPARTMENT – CONTINUED

December 11	4” snow	plow/treat
December 17	3” snow	plow/treat
December 18	1” light snow	salt
December 27	Black ice	salt
December 29	1” sleet	salt
December 30 & 31	4” snow/sleet	plow/treat
January 16	2” snow	plow/treat
January 18	5” snow	plow/treat
February 1	Black ice	salt
February 6	2” snow	plow/treat
February 7	Black ice	salt
February 10	Black ice	salt
February 13	2” snow	plow/treat
February 18	0” light snow	salt
February 19	Black ice	salt
March 2	0” light snow	salt
March 23	6” snow	plow/treat

Highway Staffing

Highway Superintendent – Richard Barrett

Office Manager – Mary Blane

Administrative – Nicole Feliciano

Operations Supervisor – Kevin Lynch

Crew Supervisor – Dave Hall, Michael Cawthron, and Timothy Hopkins

Heavy Equipment Operators –

Brandon Bomal	Erik Carratu	Matthew Critch
Joseph Gervais	Brian Keefe	Nathan LeDuc
Glenn Robinson	Lewis Tarbox	Steven Vinal

Fleet Operations Supervisor – Kosta Tsouprakos

Mechanic – Andrew Pelletier

Parks Operations Supervisor – Jonathan Revis

Parks Supervisor – Robert Upperman

Heavy Equipment Operators shared with Parks and Recreation –

Brian Auger	Richard Leonard	Glenn McCarthy
Derek McNiff		

Cemetery Supervisor – Richard Nowoichik

Heavy Equipment Operator shared with Cemetery Dept. – Connor Mendes

We must remember that this is New England and we should all be prepared for whatever Mother Nature dishes out to us. Thanks to all residents for their patience and cooperation in assisting us with these events.

Our sincere thanks also go to the Board of Selectmen and Town Manager for their full cooperation and support of all members of the Highway Department.

HOUSING AUTHORITY

The Westford Housing Authority (WHA) is entering its 50th year providing affordable housing opportunities to seniors and families in the region as well as providing support to the various town committees and departments that focus on affordable housing matters.

The WHA Board of Commissioners would like to thank Janine McCormack for her continued help in her position as Tenant Housing Authority Commissioner. This is one of the most difficult positions to hold on a Housing Authority Board of Commissioners. Diane Holmes continues to serve as the Housing Authority’s representative to the Community Preservation Committee. The Authority would like to take this opportunity to recognize Commissioner Carol Engel who has completed 29 years of service to the Authority. Muriel Drake has served 26 years on the board. Nancy Cook, the Governor’s Appointee, has been very busy trying to make our goal of providing more low-income housing for seniors become a reality. Her dedication to this cause needs to be noted. This exemplary dedication to Westford’s affordable housing programs is applauded and recognized with great gratitude.

Muriel T. Drake
Chair

Janine McCormack
Vice-Chair

Nancy Cook
Treasurer
Governor’s Appointee

Carol Engel
Diane L. Holmes

The Westford Housing Authority provides housing to low- and moderate-income seniors, families, and persons with disabilities. The portfolio consists of 73 units of senior housing, six family units, and eight units for people with disabilities. The WHA also owns three apartments at the Brookside Mill Condominium complex and leases them to families who are at or below 80% of the area median income. The WHA provides management and maintenance for these units and is currently overseeing a capital improvement project at our 7 Church Street building.

The WHA now maintains its wait list with the Common Housing Application for Massachusetts Programs (CHAMP) Application created by the Department of Housing and Community Development. This application is a one-stop option for applying for state-aided public housing by only having to fill out one application to get on housing lists throughout the state. Over the past year we have been inundated with applications for both senior and family housing. This proves that the housing crisis in Massachusetts is real and that folks are desperate for affordable housing options.

The Town of Westford supports the WHA and its residents by providing access to the Council on Aging and Cameron Senior Center programs and professional staff. The Westford Housing Authority would like to recognize Jennifer Claro, Alison Christopher, Katie Russell, and Annette Cerullo for their hard work and dedication to the seniors and families of the Westford Housing Authority.

The WHA continues to provide day-to-day support to the residents of Westford and surrounding communities who are seeking affordable housing. WHA staff answer questions and provide information and referrals to individuals and families on their affordable housing options, including rental and home ownership opportunities. In addition, the WHA Executive Director supports the Affordable Housing Committee and the Affordable Housing Trust Fund by scheduling meetings and generating minutes.

The WHA provides oversight of resales and refinance activities for many of Westford’s affordable homes. This oversight ensures that these units are preserved as affordable

HOUSING AUTHORITY—CONTINUED

housing and remain on the Subsidized Housing Inventory, which is monitored by the state to ensure that our town is making strides toward the state-mandated goal of 10% affordable housing in every community. Westford has seen a large number of resales of affordable homes during the past year, which means that first-time homeowners are moving on to bigger and better homes, opening up new opportunities for other families to purchase their first home in town. The WHA also oversees the annual “Self-Certification of Occupancy” process for approximately 130 affordable homeowners. The WHA continues to work with the property managers at Avalon Acton, Princeton Properties, and Abbot Mill to verify that new and existing tenants qualify for affordable rental housing. All these developments are following the reporting requirements of their permits.

In closing, the Westford Housing Authority Board of Commissioners, staff, and residents would like to thank the various Town of Westford departments for all the help they have provided throughout the year. The Westford Housing Authority recognizes how incredibly supportive the town is to us.

HUMAN RESOURCES DEPARTMENT

Personnel Advisory Committee

Joan Bennett, Chair
Judith Ramirez
Denise Vuilleumier

The Personnel Advisory Committee (PAC) meets as needed to review personnel policies, pay and classification plan changes, and job descriptions.

Pamela P. Hicks
Director of Human Resources

Deborah Fleming
Benefits Coordinator

Bettianne Steffero
Administrative Assistant

The town renewed its health insurance coverage with Blue Cross Blue Shield for the period of November 1, 2020 through October 31, 2021 with a 4.9% premium increase. This included a .5% premium reduction for bundling the health and voluntary dental plans.

As of June 2020, there were 473 retirees on Medex (Medicare supplemental insurance), 96 retirees on active health insurance plans who were not yet eligible for Medex, and 584 of over 1,200 employees who were actively insured on these plans. The town insured approximately 57% of town and school employees who were benefit-eligible.

The town's OPEB (Other Post-Employment Benefits) trust fund balance in June 2020 was \$7,127,037.

The Human Resources Department works closely with all departments, employees, and retirees to ensure compliance with state, federal, and local personnel laws and regulations. New employees are provided with state ethics law summaries and training requirements, as well as workplace violence and sexual harassment policies. The town and school Human Resources Departments work together to ensure consistency and accountability to serve over 1,200 employees and approximately 600 retirees.

The HR Office manages the administration of the following areas:

Insurance

- Plan administration for all insurances for town and school employees and retirees
- Benefits changes and enrollments
- Credible coverage notices and general notices for town and school employees and retirees
- Coordination of open enrollment for town and schools
- Self-pay and COBRA payments
- Monthly reconciliation of all benefit bills
- Voluntary long-term disability, short-term disability, life insurance, accident insurance, vision insurance, and dental insurance
- Administration of Workers Comp program for town and school
- Administration of Police and Fire accident insurance (111F)
- Medicare Part D reporting for town and schools

Retirees

- Town retirements, including communication, benefits, and support in conjunction with the Middlesex Retirement System, Massachusetts Teachers Retirement System, and Public Employment Retirement Administration Commission (PERAC) for approximately 600 retirees.
- Maintain retiree contact information

HUMAN RESOURCES DEPARTMENT — CONTINUED

- Provide monthly benefit deduction requests to Middlesex Retirement and process turnovers for town and schools
- Mailings
- Process turnovers for Massachusetts Teacher Retirement System

Employment Pay and Classification Plans

- Conduct surveys and drafting changes
- Write and review job descriptions
- Work with the Personnel Advisory Committee to prepare recommendations for the Town Manager

Administration

- Work closely with department heads, employees, and retirees to assist and advise on a broad range of personnel issues
- Personnel functions including implementation and interpretation of personnel policies and procedures and collective bargaining agreements
- Recruitment
- Hiring
- Union negotiations
- Evaluations
- Salary surveys
- Orientation
- Disability
- Maintain all permanent personnel records
- Ensure ADA compliance
- Handle Family Medical Leave Act leaves
- Human Resource Information System
- Compensated absences
- Employee accruals
- Annual rollover of the payroll system
- Employee Assistance Program (EAP)

Accounting

- Flexible Benefit Plans (Section 125)
- Monthly benefit withholding audits
- Authorize and process payments of town and school health and benefit bills
- Medicare Part B premium penalty payments
- Process turnovers

The Human Resources webpage can be found at westfordma.gov/274/Human-Resources.

J. V. FLETCHER LIBRARY

This Library Report includes a section on the library COVID-19 Pandemic response.

Ellen Rainville
Library Director

New initiatives, collections, services, technology, and expanded programs in FY 2020 included:

- New library website funded by the Friends of the J. V. Fletcher Library, Inc.
- Hoopla and Kanopy funded by the Friends' Fall Appeal
- New MVLC App and Author Alerts
- Racial Justice Reading List, COVID-19 Resources for Employers and Job Seekers, and downloadable "Staff Recommends" on website
- New Grab 'n Go Bundles, Binge Boxes, and Dementia Friendly Kits
- Middle School Skype Book Club and Quarterly Book Talks with library staff
- Fall and winter exam weeks for WA students
- COVID-19 Historical Archive
- Focus groups and S.O.A.R exercises for the Strategic Planning process

Massachusetts Public Library Construction Project Grant

Since 2011, library staff, the Library Facility Needs Committee, and the Library Trustees Board have worked to poise the municipality for a Massachusetts Board of Library Commissioners Massachusetts Public Library Construction Project Grant application, which was submitted in 2017.



The Town of Westford is now waitlisted at number 8, in line for \$7,851,944 in grant funds. This award rests upon state funding, town review, and future town votes in favor of proceeding with this project (slated for potentially 2023 or 2024). The future design devotes almost all new space to the public and to the residents who use it most. The library design:

- More than doubles the space and offers a discrete separate area for children
- Triples the space for young adults and emerging adults
- Doubles public meeting spaces (booked six times per day)
- Centralizes circulation functions
- Increases silent, tutorial, and collaborative study options
- Offers improved technology and spaces to accommodate future trends and uses
- Offers improved traffic flow and increased parking
- Is fully handicapped-accessible and meets current fire, safety, ventilation, and building codes

Youth Programs

Exciting and new Youth Services programming in FY 2020 included:

- Library Miniature Golf (funded by the KDK Foundation in memory of Kurt Kelly)
- Library Book Clubs: K-5, Middle School, Mini-Masters, and Non-Fiction



J. V. FLETCHER LIBRARY—CONTINUED

- SNAP Circuits, OZOBOTS, iROBOT and LEGO Club (STEM programs)
- Teddy Bears' Picnic
- Make and Take Mondays
- Diwali and Winter Solstice drop-in draft
- Pre-School New Year's Party (ball descends at noon!)
- Mr. Vinny's Shadow Puppet Show
- Dr. Seuss's Birthday
- *Frozen* Party with Elsa
- Dav Pilkey Extravaganza
- Bruins' PJ Collection
- Story Walks

"Thank you all so much for all you have been doing to help us during this very difficult time."
Library patron

Adult programming offered the monthly library Book Discussion Group, the Cookbook Book Club, the Monday Mystery Book Club, the Nonfiction Book Club, weekly English Conversation Circle, Knitting Group, and the Westford Job Seekers Network hosting free weekly motivational and practical sessions to job seekers until closure on March 14, 2020. Adult programs – in person (and virtual after March 15) – included:

- KonMari Tidying Up
- *Being Mortal* book discussion
- Adventures with Microgreens
- Victorian Christmas Traditions
- Ukulele Strum-Along
- Dublin in Song and Story
- Marine Life of New England

"Many thanks...for hosting the weekly Job Seekers Network meetings and providing endless words of encouragement."
Job Seekers Network attendee

The three Summer Reading Programs (child, tween, and adult) netted 2,429 registrants from June 2019 through August 2019, with thousands of program attendees. The 2019 statewide reading themes were Readers Rock! (juvenile); A Universe of Stories (tween/teen), and A Universe of Stories (adult). This program-packed summer read-fest is the engine for our busiest season of the year and was funded by the Friends of the J. V. Fletcher Library and the Massachusetts Library System.

Gift- and Grant-Funded Initiatives and Awards

In FY 2020, the Friends of the J. V. Fletcher Library provided over \$20,000 in book and new format funds, and one-half of the library's MVLC annual membership was paid from the State Aid to Public Libraries account. The library thanks those gracious donors who gave to the Friends 2019 Fall Appeal campaign to raise and to supplement town funds for new media, downloadable collections, and technology purchases, which provided critical remote access to titles during the closed final quarter of the fiscal year. The Friends are also thanked for funding multiple museum passes, all library programming, the annual Wishlist, and for *all* the ways their support expands and enhances daily library service.

"You are a HUGE part of my life – Thanks for all the enrichment you provide."
Library Suggestion Book

We thank the Westford Garden Club for underwriting the gift of passes to the Tower Hill Botanic Garden facility in Boylston and for enhancing the library's Main Street entrance

J. V. FLETCHER LIBRARY—CONTINUED

all year round with such beautiful and exuberant plantings! The library and families of Westford thank the KDK Foundation (Kurt Kelly Hockey Memorial Fund) for funding the extremely popular fifth-annual mid-winter 9-Hole Mini-Golf Tournament in the library, as well as a fun-filled summer Harry Potter Trivia program! The library won first place in the Westford Festival of Trees for its Alice in Wonderland-themed holiday “evergreen.”



We again thank the Community Preservation Committee for recommending the preservation of the historic Greek Revival windows in the Mary Atwood Hall (third floor). This initiative allowed the restoration of an historic original feature of the 1895 library façade on the Town Common with work to be concluded in FY 2021.

Administrative, Personnel, and Volunteer News

The library thanks all staff for their enthusiasm and customer service, as library programming, circulation, and attendance continued to expand. We also thank here the many volunteers – both adult and juvenile – who assist us, and particularly note the Link to Literacy program, under coordinator/volunteer Elizabeth Elliott, which pairs tutors and pupils in English as a Second Language and basic literacy tutoring. Additionally, we thank Carol Morse for running the weekly English Conversation Circle that provides real-life practice in English for attendees of all backgrounds. We hope to welcome back volunteers at some point in FY 2021.



Facility Maintenance

In FY 2020 the library tackled the following maintenance issues within the facility:

- New air chiller motor was installed.
- Champion Black Oak was pruned, trimmed, and underwent a second sonar tomography risk assessment, which resulted in the recommendation that this champion be removed. A Farewell Ceremony was held in September 2019.
- Safety and security procedures and initiatives were introduced per the Town and School Safety Task Force.

Shutdown, Remote Services, and Curbside during COVID-19

The Board of Library Trustees met on Friday, March 13 and, in light of the Governor’s orders, voted to close the library building at end of day on March 14, 2020. A line of patrons was waiting at the door at opening time and the day’s circulation totaled almost 5,500 items. The creativity, planning, technical prowess, and flexibility of the staff was tested as all collection access, programming, Book Clubs, and meetings



J. V. FLETCHER LIBRARY—CONTINUED

immediately pivoted to remote and virtual. It is impossible here to overstate the critical Friends' support that made possible the new website, the purchase of hoopla and Kanopy, the Browse Tent, 1610 AM Radio transmitter WJVF: Still Serving You on your car radio dial, Zoom, and a host of other practical items required to provide *Curbside Pickup*, *Book the Browsing Tent*, *Laptop on the Lawn*, and remote and virtual programs and services.

While staggered skeletal staff shifts continued to report into the building, all staff began remote work, supervision and reporting immediately, and patron curbside pickup was not offered until June 1. Weekly pandemic reports were submitted to the Library Trustees.

"I am so grateful for the support and leadership that you and your wonderful staff have shown to the town."
Library patron

Professional Development and Town Civic Activity

Library staff continued to be active in various professional organizations, with Director Ellen Rainville serving as MVLC Clerk and on the MLA Executive Board:

- ALA (American Library Association)
- MLA (Massachusetts Library Association)
- MSLA (Massachusetts School Library Association)
- MVLC (Merrimack Valley Library Consortium)
- NELA (New England Library Association)
- MA Library System's Teen Summit
- PLA (Public Library Association)
- YALSA (Young Adult Library Services Association)
- School Library Journal Day of Dialog
- Westford Records and Archives Committee

Library Staffing

Director – Ellen D. Rainville

Assistant Director – Kristina Leedberg

Senior Librarians –

Head of Youth Services – Nancy Boutet
Systems/Head of Technical Services –
Dina Kanabar
Head of Reference & Information Services –
Sarah Regan
Head of Circulation – Holly Sheridan-Pritchard

Staff Librarians –

ILL/Serials Librarian – Charles Schweppe
Young Adult Specialist – Katelyn Bennett Rose
Local History/Genealogist – Virginia Moore
Head Cataloger – Alla Brovina
Substitute – Sandy Kelly

Library Associates –

Cataloger/Data Entry – Lauren Evans
Fine Arts Librarian/Acquisitions – Carol McCahon
Juvenile Reference/Program Assistants – Ellen Apicco, Jacki Dibble, Jennifer Hamilton



J. V. FLETCHER LIBRARY—CONTINUED

Circulation and Reader's Advisory – Laura Fowler, Mayleen Kelley, Judy Madsen,
Paula McWilliams, Jeanne Millet, Heather Nevits, Deborah Santoro, Chantale
Shepard

Substitute – Mary Boutet (resigned 7/9/19); Jean Butler

Library Technicians

Order and Acquisition Receiving – Susan Blanchette

Inter-Library Loan Support –Bari Pender, Melissa Seldon

Maintenance Worker I and II – Robert Otto, Joseph Burke

Office Manager – Amy Spadano

Library Pages – 5

Volunteers – 19

TRUSTEES OF THE J. V. FLETCHER LIBRARY

In memory of three late Trustees: David Friedman, Shirley McGrath, and Dorothy Swanson.

The library saw an historic year, as it shut down physical service on March 14, 2020 due to the Corona virus lock-down. Service immediately went virtual, remote and downloadable, with curbside delivery the first in-person service restored as of June 1. Library staff is here thanked for an incredible quarter of creativity, commitment and imagination, as the staff strove to maintain high-quality customer service, and the Trustees received weekly Pandemic Reports on the library from the Director.

Glen Secor
Chair

Hajo Koester
Treasurer

Buffie Diercks
Secretary

Marianne Fleckner
Alisha Hillam
Robert Price

Since 2011, library staff, the library Facility Needs Committee, and the Library Trustees Board have worked to poise the Town of Westford for a Massachusetts Board of Library Commissioners (MBLC) Public Library Construction Project Grant. The Grant application was submitted in 2017 and Westford is now waitlisted at number 8, in line for \$7.8 million in grant funding. This award depends upon State funding and future Town votes in favor of proceeding with the project now slated for potentially 2023 or 2024. The Board is committed to this expansion of our library, and hopes for the support of the entire Westford community to make this goal a reality. The Board will continue to update Westford on the many stages involved in this process, as it unfolds in the years ahead.



Rear view of future expanded library

Trustees FY 2020 Goals

- A. In keeping with the initiatives of the Town and School Safety Task Force, the Board of Library Trustees pursued safety and security measures in the areas of:
 1. Policy, Procedure, Emergency Response
 2. Patron, vehicular, and pedestrian traffic and safety upgrades on Library property, including:
 - a) Champion Black Oak assessment and removal (removed August 2020)
 - b) Driveway, islands, traffic flow, pedestrian right-of-way, book drop location, lighting, dumpsters, and parking lot utilization of the former secondary septic leaching area (pending)
- B. The Board of Library Trustees will support the re-design and upgrade of the library's website. (launched January 2020)
- C. The Board of Library Trustees will collaborate with the Friends in facilitating the launching of the J. V. Fletcher Library Foundation. (pending)
- D. The Board of Library Trustees will support the long-range planning process and creation of the Library Strategic Plan 2021-2024 due at the MBLC on October 1, 2020 (per vote of the Massachusetts Board of Library Commissioners, now extended to October 1, 2021).

TRUSTEES OF THE J. V. FLETCHER LIBRARY — CONTINUED

Library Policies, Revised or Approved

- Safety Deposit Box Access Policy (7/8/19)
- Policy on Report of a Missing Child (7/8/19)
- Family Museum Passes (8/12/2019)
- Code of Conduct (9/9/2019)
- Guidelines for Interactions with Minors (9/9/2019)
- Guidelines for Awarding Staff Development Funds (11/4/19)
- Policy on Program Attendance and Sponsorship (11/4/19)
- Collection Development Policy (11/25/19)
- Playaway Launchpad Loan Policy (3/2/2020)
- Pandemic Policy (6/1/20)

Trustees Collections, Funds, and Board Activities

The J. V. Fletcher Library Trustees used Trust Funds to pay for various staff memberships and development, attendance at the Public Library Association biennial conference, the Staff and Volunteer Recognition Brunch, the Champion Black Oak assessment and Memorial Service, and programming and grant support. The Board of Trustees engaged Sage Consulting to launch the Strategic Planning Process for the next three-year plan mandated by the Massachusetts Board of Library Commissioners (MBLC). Focus Group and S.O.A.R. activities were completed for this process before it was suspended due to the COVID-19 shutdown. The MBLC extended the plan due date for public libraries to October 1, 2021 and ensured certification for library hours and materials expenditures.

Recognition

The Trustees would like to thank the wonderful library staff for once again enhancing and expanding programs, collections, formats, and services. At the Staff and Volunteer Recognition Brunch the Trustees honored Dina Kanabar for reaching her 20-year anniversary between Jan. 1, 2019 and Dec. 31, 2019. Special thanks are extended to resigning Trustee Hajo Koester after 13 years of committed and dedicated input and advocacy on the Board of Library Trustees and for serving as both chair and treasurer. Hajo additionally extended his term of office until new Trustee Lynn Clermont was welcomed as of the June 30, 2020 delayed election.



Library Trustees from left: Buffie Diercks, Marianne Fleckner, Glen Secor, Alisha Hillam, Bob Price, and Hajo Koester

Friends of the J. V. Fletcher Library, Inc.

The Friends of the J. V. Fletcher Library organization is a committed and valuable partner of the library. Their generosity funds many of the programs that the library is able to offer. This past year the Friends supported:

- 2019 Fall Appeal
- Museum passes and reservation software
- Summer Reading, Holiday and Juvenile, Teen and Adult Programs

TRUSTEES OF THE J. V. FLETCHER LIBRARY — CONTINUED

- Popular bestseller books
- Public relations
- Two successful Book Sales — the June Sale canceled due to COVID-19
- Annual membership drive
- Underwriting of the new library website
- Joint work on the Library Foundation

The Library Trustees meet at 7:00 p.m. at the library or remotely on the first Monday of the month. Meetings are open to the public and residents are always welcome. An updated meeting schedule is maintained at the library website: westfordlibrary.org. The Trustees may be reached through this website and all library policies are available there for public viewing.

J. V. FLETCHER LIBRARY-CIRCULATION &
ACTIVITY STATISTICS

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yr. To Date Total
Adult Books	7,801	7,105	6,449	6,420	5,649	5,855	6,773	6,578	4,112	6	21	1,323	58,092
Young Adult Books	4,212	3,148	2,384	1,965	1,743	1,922	2,212	2,121	1,779	3	13	782	22,284
Children's Books	19,105	15,752	12,841	13,319	11,890	11,505	13,711	14,252	9,451	51	11	1,938	123,826
Adult Magazines	827	721	652	637	504	609	616	581	342	0	1	35	5,505
Young Adult Magazines	11	16	33	34	14	8	5	3	3	0	0	0	127
Children's Magazines	169	39	56	19	20	14	54	22	20	0	0	5	418
Adult CD's	1,173	1,143	1,094	1,079	1,005	1,059	1,097	1,022	511	0	0	83	9,266
Young Adult CD's	68	53	56	36	19	28	48	35	19	0	0	11	373
Children's CD's	262	219	182	172	170	149	200	185	113	0	0	36	1,688
Adult Videos	2,576	2,581	2,036	2,193	2,001	2,263	2,756	3,318	2,598	1	7	191	22,521
Young Adult Videos	14	15	8	2	4	10	5	4	5	0	0	1	68
Children's Videos	2,074	1,973	1,173	1,339	1,389	1,489	1,337	1,559	1,158	0	0	52	13,543
Adult Electronic Format	188	175	198	166	152	136	168	165	104	0	0	29	1,481
Young Adult Electronic Format	120	88	54	34	36	46	33	44	34	0	0	5	494
Children's Electronic Format	335	320	203	207	221	185	172	246	190	1	0	15	2,095
Adult Miscellaneous	6	3	8	4	7	7	4	1	0	0	0	0	40
Young Adult Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0
Children's Miscellaneous	30	24	9	30	30	44	14	7	15	0	0	1	204
Commonwealth Catalog Lending	39	46	93	51	56	23	68	54	48	0	0	0	478
Museum Passes	329	327	133	153	164	148	133	192	40	2	0	0	1,621
OverDrive Audio	1,042	1,079	1,023	1,102	1,039	1,030	1,102	1,058	1,031	1,083	1,209	1,155	12,953
OverDrive eBook (eBook and Kindle)	1,652	1,752	1,472	1,283	1,274	1,384	1,396	1,500	2,009	2,709	2,786	2,799	22,016
OverDrive Video	3	3	3	0	1	1	10	1	2	13	17	11	65
OverDrive Magazine	108	160	97	121	153	159	146	136	47	265	170	183	1,745
OverDrive RLA	295	272	286	265	373	240	369	294	419	505	637	813	4,768
Kanopy								336	506	757	684	538	2,821
hoopla Audiobooks									60	144	231	265	700
hoopla Comics									18	87	118	69	292
hoopla eBooks									96	400	405	429	1,330
hoopla Movies									30	92	112	95	329
hoopla Music									18	41	24	42	125
hoopla Television									29	46	79	50	204
Freemal Music	292	250	266	261	266	298	268	259	312	378	303	367	3,520
Tumblebooks	162	119	1,852	1,154	740	525	577	379	1,291	1,277	819	488	9,383
Homebound	88	54	70	71	96	87	63	61	64	0	0	0	654

J. V. FLETCHER LIBRARY-CIRCULATION &
ACTIVITY STATISTICS – CONTINUED

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yr. To Date Total
OPAC Renewals	2,789	2,928	2,629	2,741	2,006	2,534	2,321	2,305	1,464	1	1	30	21,749
Renewals	10,593	10,192	8,426	11,112	7,067	8,433	7,410	8,234	1,423	0	0	0	72,890
Network transfers IN	4,655	3,960	4,183	4,289	2,632	3,750	4,665	4,395	2,353	1	25	154	35,062
Network transfers OUT	2,193	2,545	2,043	2,393	2,038	1,708	2,029	2,148	1,226	5	32	216	18,576
Inter-Library Loans IN	74	79	88	56	60	56	67	53	48	0	0	0	581
Inter-Library Loans OUT	39	47	30	33	35	23	63	48	48	0	0	0	366
Database Sessions, Fletcher													18,281
Database Sessions, MVLC/Region													3,208
Reciprocal (LOANED)	1,363	1,018	846	918	870	616	1,584	1,753	666	0	0	0	9,634
Reciprocal (BORROWED)	1,683	1,450	1,181	1,382	1,394	1,581	1,666	1,815	1,270	0	0	0	13,422
Hold Requests	4,317	4,281	4,290	4,075	3,766	3,720	4,857	4,071	2,432	312	719	6,300	43,140
New Registrations	73	74	42	37	40	26	49	51	25	10	16	20	463
Total Reciprocal	3,046	2,468	2,027	2,300	2,264	2,197	3,250	3,568	1,936	0	0	6,320	26,330
% of Circ to Reciprocal	7.09%	6.59%	6.20%	7.16%	7.80%	7.51%	9.75%	10.37%	7.31%	0.00%	0.00%	53.51%	12.33%
Meeting Room Reservations	133	123	164	236	223	212	198	252	123	0	0	0	1,664
Days Open	26	26	24	26	23	23	24	29	28	14	1	1	220
Hours Open	238	235	220	242	201	191	236	227	116	0	0	0	1,906
Library Website Sessions	8,138	7,482	6,684	6,320	5,623	6,021	8,287	14,188	13,482	10,745	9,406	21,000	117,376
Library Wireless Sessions	661	636	679	1,314	827	844	891	735	619	228	327	220	7,981
MVLC APP Hits							352	909	914	532	477	719	3,903
Boopie Hits	6,289	6,578	5,507	5,361	4,223	4,055	5,336						37,349
Internet Users	205	215	179	175	172	133	189	208	108	0	0	0	1,584
Adult Program Attendees	64	79	286	191	214	117	159	130	129	24	165	216	1,774
Adult Programs Offered	8	7	18	18	15	13	17	15	10	3	7	10	141
YA Program Attendees	197	131	77	93	107	85	398	125	54	80	182	719	2,248
YA Programs Offered	8	3	5	6	7	7	6	7	8	3	8	15	94
Childrens' Program Attendees	1,023	240	360	1,418	909	846	213	1,103	520	1,724	2,012	1,631	11,999
Childrens' Programs Offered	10	2	7	38	30	17	5	29	22	35	47	51	293
Average Circ Per Day	1,653	1,440	1,363	1,236	1,262	1,218	1,149	1,229	1,891	7,861	7,647	11,811	1,478
Previous Year	42,210	39,617	34,274	35,327	32,968	32,149	35,392	32,135	36,964	34,952	32,513	36,062	
Sum of previous year FY19	42,210	39,617	34,274	35,327	32,968	32,149	35,392	32,135	36,964	34,952	32,513	36,062	

J. V. FLETCHER LIBRARY – TRUST FUND ACCOUNTS

YEAR-END SUMMARY REPORT: J. V. FLETCHER LIBRARY TRUST FUND ACCOUNTS FY 2020

DATE: 7/1/2019-6/30/2020

Acct. Name & No.	Dep./Exp. Code	7/1/19 Non- Expendable Funds	7/1/19 Expendable Funds	Annual Deposits	Annual Interest	Annual Expenses	Annual Realized Gain/Loss	6/30/20 Balance Expendable	Total Assets
81610860 Library Book Fund #674	860	598100	\$824.08	\$0.00	\$288.14	-\$798.62	\$104.94	\$418.54	\$13,418.54
81610861 Library Lecture Fund #675	861		\$2,137.50	\$0.00	\$676.46	\$0.00	\$246.16	\$3,060.12	\$33,060.12
81610862 Library All Pup. Fund #673	862		\$191.07	\$0.00	\$365.83	-\$459.48	\$131.63	\$229.05	\$17,576.63
81610863 Library Trustee Fund #672	863		\$2,587.35	\$0.00	\$1,328.90	-\$994.41	\$480.27	\$3,402.11	\$64,539.61
82610864 J.V.Fletcher Lib. Trust #676	864		\$0.00	\$0.00	\$562.55	-\$1,959.89	\$198.89	\$25,942.02	\$25,942.02
81610865 E. D. R. Cont. Educ. #677	865		\$4,996.66	\$0.00	\$1,863.32	-\$3,584.12	\$674.06	\$3,949.92	\$88,304.92
81610866 Benefactors' Fund #678	866		\$78,681.79	\$0.00	\$1,769.04	\$0.00	\$643.72	\$81,094.55	\$86,458.55
TRUST FUND TOTALS: (Bartholomew & Co. Management)			\$116,558.92	\$0.00	\$6,854.24	-\$7,796.52	\$2,479.67	\$118,096.31	\$329,300.39
			\$327,763.00						\$329,300.39

PARKERVILLE SCHOOLHOUSE COMMITTEE

The Parkerville Schoolhouse Committee oversees the care and maintenance of the historic District No. 5 Parkerville Schoolhouse and coordinates with the town's third grades for the popular Living History Program. The Committee meets on the third Wednesday evening of most months at the Schoolhouse or at the Kennedy home. However, due to the pandemic, since March our meetings have been held remotely.

Annual Parkerville Schoolhouse Open House

The annual Parkerville Schoolhouse Open House, always held the first Sunday of November, was well-attended on November 3, 2019. On this day some children brought their parents to show them where they had "attended third grade." Others stopped in who drive by every day and wondered what it looked like inside. Guests had the opportunity to buy sweatshirts, T-shirts, greeting cards, and other Parkerville Schoolhouse memorabilia from the Friends of the Parkerville Schoolhouse and to chat with members of the Parkerville Schoolhouse Committee and the Friends of the Parkerville Schoolhouse.

Living History Program

Sadly, like so many other school programs across the town, state, and nation, our 2020 Living History Program, traditionally held in the spring for all of Westford's third grades, was cancelled due to the pandemic. Hopefully, it will be able to resume in 2021 or 2022.

Building Usage

Beyond the annual Living History Program, the schoolhouse is used by local groups. Before the pandemic halted the use of the schoolhouse for use by school groups or rentals, the building was used by a Girl Scout troop and a 4-H club free of charge. When it is deemed safe for groups to gather safely indoors again, the schoolhouse can be rented for a nominal rental fee for small parties or meetings, taking into consideration that the 20-plus school desks need to remain in the space but can be pushed to the side. In the future, anyone interested in renting or using the schoolhouse for a meeting, activity, or party should contact Heidi Hatke at 978-392-6827 or at h.hatke@verizon.net. The rental agreement and rules can be found on the Friends of the Parkerville Schoolhouse website, westford.org/parkerville/.

Building Maintenance

Parkerville Schoolhouse was built in 1880 and served as the District No. 5 Schoolhouse until 1929. While still owned by the town, its routine maintenance and care have been borne by the town's residents in one form or another since 1929. Since 1989 the Parkerville Schoolhouse Committee has worked closely with the nonprofit Friends of Parkerville Schoolhouse who raise funds, primarily through an annual town-wide mailing, to fund the needed routine maintenance. One such form of maintenance is the refinishing of the wooden floors about every five years, and this was done during the summer of FY 2020. Our Annual Clean-Up Day did not formally occur this year in the

Heidi Hatke
*President
and Building Usage Coordinator*

Dolly Michaelides
Vice-President

John Wilder
*Treasurer
and Building Maintenance*

June Kennedy
*Archivist
and Corresponding Secretary*

Joe Morano
Website Director

Bob Oliphant
*Recording Secretary
and Publicity*

Bonnie Oliphant
Living History Liaison

Roger Plaisted
Building Maintenance

PARKERVILLE SCHOOLHOUSE COMMITTEE—CONTINUED

spring due to weather and COVID-19. Committee members John Wilder, Tom Unterberg, and Roger Plaisted installed motion-sensitive lights for the front porch and kept the lawns mowed and the gardens weeded.

PARKS AND RECREATION DEPARTMENT

The Parks and Recreation Department is responsible for the maintenance and upkeep of a wide variety of active and passive parks and grounds throughout town, along with oversight and delivery of quality recreation programs and services to the broader Westford community.

The Parks and Recreation Commission acts as the policy-setting committee for Parks and Recreation. Commissioners are appointed by the Town Manager to serve three-year terms. The Parks and Recreation Commission oversees short- and long-range planning for recreational facilities, including the development and maintenance of existing recreational facilities and site acquisition. The Commission typically meets the first Monday of each month, September – June and as needed in July and August.

Parks and Recreation Commission

Kristi Bates
Chair

Christopher Barrett
Vice-Chair

Kathleen Burns
Lauren Coffey
Michael Furman
John McNamara
Michael Sawyer

Departmental operations between July 1, 2019 and March 13, 2020, were all planned and implemented successfully, with resulting services and revenues in line with expectations. The COVID-19 pandemic that began in March 2020 dramatically changed the dynamics of group gatherings and social interactions. As a result, there was a significant impact to Parks and Recreation operations, as well as to the revenue generated through programming and facility use. In order to align our services with the constantly evolving health and safety guidance from the Commonwealth of Massachusetts, the department was required to make significant adjustments in our operations approach. To that end, the professional staff worked very closely with Health Director Jeff Stephens, the Board of Health, the Parks and Recreation Commission, and the Select Board. In addition, we interacted regularly with recreation professionals across Massachusetts to develop best practices in response to the changing landscape. Throughout this process, our department maintained an approach to operations that kept the safety of our community, participants, and staff at the forefront, while we worked to balance those concerns with a fiscally responsible approach to providing needed services.

Recreation

Westford Recreation offers high-quality programming options for ages pre-school through adult on a year-round basis. Registration for programs is available online at westfordrec.com or by visiting our office at 65 Main Street, 3rd floor.

Between July 1, 2019 and March 13, 2020, our department offered a variety of programs.

Weekly Summer Programs for ages 4-16 keep the kids engaged, active, and entertained. Some of these programs include Ready-Set-GO, Kids Club, and Destination Exploration. Each of these programs has a variety of activities, including sports, fishing, swimming, swim lessons, arts and crafts, and field trips to name a few. The department also offers a Leadership program. Teenage participants in this program are exposed to a curriculum that teaches the skills and abilities necessary to succeed in a working environment. Many Leadership participants secure employment as program counselors within our department.

PARKS AND RECREATION DEPARTMENT – CONTINUED

Adult programs: Aikido, Archery, Badminton, CPR/AED/First Aid, Cardio and Fitness Fun, Nitehawks–Couch to 5K, Adult Premier Golf School with Seth Dichard, Qi Gong and Tai Chi, Tennis, Volleyball (co-ed, beginner to intermediate)

Youth programs: Junior Premier Golf School with Seth Dichard, Nitehawks Fall Cross Country Track, Nitehawks Elite Indoor Track, Nitehawks Winter Indoor Track and Field, Junior Volleyball for Girls, Impact Speed & Agility with D.J. Brock

Pre-school programs: FitPlay, Lil’ Chippers Golf, No-Bake Cooking for Little Chefs, Soccer for Pre-K/Kindergarten, Soccer for Tiny-Tots, Hockey – Nashoba Learn to Play Hockey & Learn to Skate

Westford Partnership for Children (WPC) is an afterschool enrichment program run by the Recreation Department in partnership with the Westford Public Schools. WPC is offered in all six elementary schools and at Stony Brook Middle School as the Middle School Rec Club. Enrichment programming begins at the close of school each day and runs through 6:00 pm. Each day is divided into three activity blocks, with a variety of activities including homework club, computers, STEM, sports & games, and arts & crafts. WPC staff work continuously to identify age-appropriate curriculum offerings in these and other areas. The WPC program offers exceptional quality, flexibility, and affordability to parents and continues to be one of the most popular programs run by the department.

Parks and Grounds

The town of Westford has millions of dollars in properties and associated infrastructure that the Parks and Grounds Department is responsible for keeping attractive, functional, and safe for use by the community. This includes active and passive recreation areas, playgrounds and safety surfacing, basketball and tennis courts, the Bruce Freeman Rail Trail, public beaches and bathhouses, manicured lawns and plantings, wooded property lines, outbuildings with plumbing and electrical distribution systems, irrigation systems, parking areas, fence lines, etc. In addition, the Parks and Grounds Department manages facility permitting and scheduling for Westford athletic fields. As a result, we maintain strong partnerships with a wide variety of community organizations including Westford Public Schools, several youth and adult sports leagues, nonprofit organizations, and local businesses. Between July 1, 2019 and March 13, 2020, facility use and associated permits issued were as anticipated.



Parks Grounds Staff (l-r) Brandon Chasse (seasonal), Brian Auger, Bobby Upperman, Jonathan Revis, Derek McNiff (not pictured- Glen McCarthy, Richard Leonard)

As a result of the COVID-19 pandemic, schools across the state were closed on March 13, 2020. Following the closure of schools, and in compliance with health and safety

PARKS AND RECREATION DEPARTMENT — CONTINUED

guidelines from the Commonwealth, Westford Parks and Recreation ceased all programming and facility permitting through the end of FY 2020.

Despite the pandemic, FY 2020 was a busy year for the Parks and Recreation Department. We accomplished improvement projects at multiple facilities throughout Westford. Among the more notable projects were:

Graniteville American Legion Baseball Field Reconstruction

The Parks and Grounds staff completely rebuilt G5 baseball field at the Graniteville American Legion complex. Work included stripping the existing turf grass, laying out and adjusting field dimensions, laser grading the surface, adding clay infield mix and soil, adjusting the irrigation system, and installing new sod. Due to the knowledge, skills, and ability of staff, the majority of this work was accomplished in-house.



G5 Baseball Field at Graniteville, sod installation

Forge Pond Beach Improvements



New Forge Pond Beach playground

PARKS AND RECREATION DEPARTMENT – CONTINUED

Following a Master Concept Planning effort, including several public meetings to receive community input on needed improvements, the Parks and Recreation Department completed construction of Phase 1 improvements at Forge Pond Beach. Improvements included construction of an accessible playground, installation of accessible pedestrian pathways, and reconstruction of the parking lot with dedicated accessible parking. Project funding was authorized as a combination of \$60,000 in Summer Village mitigation funds and \$770,000 in Community Preservation funds. The final project is the result of widespread community support, including 2019 Annual Town Meeting, Community Preservation Committee, Select Board, Planning Board, Conservation Commission, Parks and Recreation Commission, and State Representative James Arciero.



New parking area and accessible pathway

Tennis and Basketball Court Resurfacing

In FY 2020, the department prioritized an improvements program to resurface several outdoor tennis and basketball courts. We were able to complete project work on the basketball courts at Captain Stephen Hamilton Field on Plain Road in Nabnasset, Forge VFW Field, and Greystone Field. Work at each location included pressure washing the existing court surface, crack-sealing compromised asphalt, applying multiple coats of colored sealcoating, and relining the courts for their respective sports. During the relining of tennis courts, two new pickleball courts were added at Greystone. As a result, there are now eight outdoor pickleball courts available for community use.



Captain Hamilton basketball court – before



Captain Hamilton basketball court – after

The Parks and Recreation Department would like to acknowledge all of the town departments, Westford Public Schools, residents, volunteer organizations, and vendors with whom we work to leverage available resources and create quality programs, facilities, and services making Westford a great place to live.

PARKS AND RECREATION DEPARTMENT – CONTINUED

Parks, Grounds & Recreation Staffing

Director – James Duane

Asst. Director – Michelle Collett

Office Manager – E. Roze Fredkin

Registrar/Program Coordinator – Pam McNiff

Administrative Assistant – Joy Felicani

Operations Supervisor – Jonathan Revis

Crew Supervisor – Robert Upperman

Heavy Equipment Operators – Brian Auger, Lloyd Leach (retired September 2019),
Richard Leonard (hired November 2019), Glen McCarthy, Derek McNiff

Site Directors – Kayla Belliveau (promoted October 2019), Tamara DeMaio, Tiffany
Gintner, Tiffany Jurewicz, Elizabeth McKeeman, Anne Taylor, Colleen Willett,
Sarah Waterman

Assistant Site Directors – Nick Adams, Paula Jurewicz (hired October 2019)

Administrative Office: 65 Main Street, 3rd floor

Website: westfordma.gov/320

PEDESTRIAN SAFETY COMMITTEE

The Pedestrian Safety Committee is charged with identifying and evaluating options for improving pedestrian and bicycle safety in Westford. Such options might include but are not limited to sidewalks, paths, crosswalks, speed bumps, speed and other warning devices, bicycle lanes, and pedestrian and driver education. The evaluation process considers the effectiveness and cost of each pedestrian and bicycle safety option as well as possible funding sources. The Committee presents recommendations to the Board of Selectmen.

**Chris Barrett
Michael Bonenfant
Don Galya
Scott Hazeltan
Karen Hudson
Mingquan Zheng**

One of the main activities of the Committee in FY 2020 was prioritizing pedestrian safety projects for capital funding. After many well-attended public meetings the Committee voted to prioritize projects on Carlisle, Robinson, and Plain Roads.

The Committee also held joint meetings with the town’s Engineering, Water, and Highway Departments on the Moore, Oak Hill, and Plain Roads (MOP) water main replacement project. If completed, the MOP project will include a sidewalk along Oak Hill Road, replacement of the old section of sidewalk on Plain Road, and a new sidewalk on Moore Road. The sidewalk on Oak Hill Road will join to the sidewalk infrastructure north of Route 40, providing one of the longest continuous sections of sidewalks in Westford, allowing pedestrians to safely travel from Rita Miller School to the Nabnasset area.

In collaboration with the Healthy Westford Committee, the Pedestrian Safety Committee is working on developing the Walkable Westford plan. This initiative aims to mate existing pedestrian infrastructure with Westford’s extensive trail system, with the goal of allowing pedestrians to safely traverse the length of Westford without using roads.

In FY 2020, the Committee saw the retirement of one of its longest-serving members, Peter Ewing. Peter had been with the Committee since its formation and was instrumental in its start. As a strong advocate for pedestrian safety, Peter’s presence on the Committee will be missed.

Comments and suggestions for pedestrian and bicycle safety improvements are welcome and should be sent to Chris Barrett (cbarrett@westfordma.gov).

PERMANENT TOWN BUILDING COMMITTEE

Over the past year, the Permanent Town Building Committee (PTBC) continued with the planning and design of the New Center Building which will be located at 51 Main Street on the site of the vacant Center Fire Station, worked with the Police and Fire Departments to design a new communications tower to replace the existing antenna that is attached to the vacant Fire Station, and assisted the School Department and Facilities Department with the design of a new Amenities Building that will be constructed at the Westford Academy Athletic Complex.

We would like to recognize the departure of one of the original members of our Committee. On June 30, 2020, Paul Davies retired from the PTBC. Paul has been a member of the Committee since its inception in 2003 and played an instrumental role in the completion of the Senior Center, Town Hall, and Fire Station projects. Paul has dedicated over 50 years of volunteer service to the town of Westford, having served on the Planning Board, School Committee, School Building Committee, and Westford Academy Alumni Association, among many other committees. His presence will be sorely missed. We thank Paul for his remarkable service to the town.

Thomas Mahanna
Chair

Kirk Ware
Vice-Chair

Paul Davies
Treasurer

Nancy Cook
Secretary

Gary Lavelle
Jeanne Roberts
Jim Zegowitz

Scott Hazelton
Alternate

New Center Building at 51 Main Street



Elevation view of proposed New Center Building

The PTBC has been working since 2017 with Context Architecture on the planning and design of a New Center Building that will be located at 51 Main Street at the site of the Center Fire Station. The Fire Station has been abandoned since the Fire Department moved to its new headquarters on Boston Road in November 2018. The initial \$60,000 Feasibility Study for this building was presented to the Board

of Selectmen in January 2018. The Board approved a plan that included a two-story building without a basement that has an approximate floor area of 9,000 square feet. Preliminary cost opinions for the project ranged from \$6.9 million to \$7.8 million.

Annual Town Meeting in March 2018 approved an appropriation of \$320,000 for architectural design fees for the project. Context has since been working with the PTBC and a working group of representatives from Context, PTBC, Town Manager's office, Technology Department, and the Veterans Agent to finalize the design. The current building plan includes space for a 100-person meeting room on the first floor, and offices for the Technology Department, Veterans Agent, and Facilities Department on the second floor. The current cost estimate for the project is \$8.7 million.

The PTBC had planned to seek the full construction funding at the 2020 Annual Town Meeting. In preparation for Annual Town Meeting, the PTBC held a public meeting on March 11, 2020 for the abutters of 51 Main Street and the public where a detailed presentation was made on the project. The presentation included updated plans and rendered building elevations, as well as estimated costs and tax impacts of the project.

PERMANENT TOWN BUILDING COMMITTEE—CONTINUED

Approximately 25 residents were in attendance. Less than one week later, the COVID-19 pandemic caused our community and the Commonwealth to begin an extended quarantine. The Center Building project has since been suspended and the construction funding article was removed from the Annual Town Meeting warrant. There is currently no plan to move forward with the project.

Communications Tower at 51 Main Street

The Fire and Police Departments currently utilize a 65-foot-tall antenna that is attached to the old Center Fire Station for their communications. The Fire Station has been vacant since November 2018 when the Fire Department moved to its new headquarters on Boston Road. The Center Fire Station is planned to be demolished so that the New Center Building can be constructed in its location. In order for the building to be demolished the antenna must be removed and a new communications tower constructed at a site nearby.

At Special Town Meeting in October 2019, voters approved \$260,000 for this project based on the initial cost estimate provided by Context Architecture. The PTBC has been working with Context and Public Safety officials on the design and permitting of this structure. The proposed self-supporting structure will be located in a landscaped area behind the Fire Station adjacent to the Police Station. All existing communications equipment will remain in the Head End Room in the Generator Building. New conduit and cable will connect the communications equipment to the antenna located on the new tower. In June 2020, Context submitted an application to the Planning Board for Site Plan approval. Once the Planning Board approves the application, the PTBC will solicit bids for the project. Construction is expected to be completed by spring 2021.



Existing antenna attached to vacant Center Fire Station

Westford Academy Amenities Building

A Master Plan that was completed in 2016 by Gale Associates for the Westford Academy Athletic Complex included a recommendation to construct a new Amenities Building at Trustees Field. This building will include a new concession area and bathroom facilities that were required as part of the construction of new bleachers that was completed in 2013. Gale Associates developed a design of a 1,700-square-foot single-story masonry structure that includes an adequate number of restrooms (eight men, 13 women) that are both handicap-accessible and meet the requirements of the Massachusetts Plumbing Code. A family restroom is also included in the building that will be available to the public at all times. The PTBC supported the request by Westford Academy and the School Department to use Community Preservation Act funds for the \$1.3 million project. The Community Preservation Committee also supported this request.

On February 26, 2020, the School Department received nine bids on the project. The low bidder was Construction Dynamics, Inc. of Clinton, MA who submitted a base bid of \$1,256,000. The School Department requested construction funding for this project at Annual Town Meeting in June. The funding was included as part of the Community Preservation Act appropriation request. Town Meeting did not support this request due to concerns about the use of Community Preservation Act funds for this type of facility. The

PERMANENT TOWN BUILDING COMMITTEE—CONTINUED

PTBC will continue to assist the School Department and Facilities Department to determine the next steps for this project, as the town is required to construct permanent bathroom facilities at Trustees Field to be in compliance with the State Plumbing Code.

Meetings

The Permanent Town Building Committee meetings are generally held on the first and third Mondays of the month, beginning at 6:30 p.m. The Committee usually meets at the Fire Station Headquarters, although meetings are currently being held virtually.

PLANNING BOARD

The Board made the following appointments and elections for FY 2020:

- Elected Darrin Wizst as chair
- Elected Kate Hollister as vice-chair
- Appointed Michael Bonenfant to the Pedestrian Safety Committee
- Darrin Wizst continued in his role as the representative to the Northern Middlesex Council of Governments (NMCOG)
- Dylan O'Connor continued in his role as the representative to the Community Preservation Committee (CPC)
- Appointed Dylan O'Connor to the Stormwater Panel assembled at the request of the Board of Selectmen to hear certain appeals for credit applications and relief from the Stormwater Enterprise Fee. Kate Hollister serves as the alternate member.

Darrin Wizst
Chair

Kate Hollister
Vice-Chair

Michael Bonenfant
Gary Lavelle
Dylan O'Connor

Staff

Jeffrey Morrisette – Director of Land Use Management
Rebecca Cheney – Town Planner
Matthew Salem – Assistant Planner
Erin Toothaker – Permitting Program Assistant
Website: westfordma.gov/294/Planning-Board

The Planning Board typically meets at 7:30 p.m. on the first and third Monday of each month in Meeting Room 201 at Town Hall. During the summer months (July, August, and September), the Board meets only once a month. Meetings are open to the public and are televised on Westford Community Access Television (WestfordCAT). The WestfordCAT broadcasts can be viewed online at westfordcat.org. Throughout the FY 2020, the Planning Board held 21 meetings, including three special meetings, and six executive sessions. Between March and June 2020, the Board held seven remote meetings via webinar due to the ongoing COVID-19 pandemic.

Planning and Regulatory Activities

Westford received Housing Choice Community designation for the second time since 2018. The Housing Choice Initiative is a program of the state’s Department of Housing and Community Development (DHCD) that rewards municipalities that have produced certain rates or amounts of new housing units in the last five years and that have adopted best practices related to housing production that will sustain a 21st century workforce and increase access to opportunity for Massachusetts residents. Communities that achieve the Housing Choice designation have exclusive access to apply for the Housing Choice Grant Program and receive bonus points or other considerations to certain state grant programs.

In July 2019, the town was awarded a planning grant by the Executive Office of Energy and Environmental Affairs (EEA) Municipal Vulnerability Preparedness (MVP) to complete a public engagement and climate resilience planning process before June 30, 2020. Westford enrolled in the MVP program to plan for ways to better prepare and protect the town from natural and climate-related hazards. With our consultant partner, Tighe & Bond, Inc., and a core team of town staff, a priority list of projects to address climate change and mitigate its effects was developed. In addition, the town hosted three public workshops (held via webinar) to solicit input and ideas from the greater community. The plan was completed and approved by EEA in July 2020 and Westford is

PLANNING BOARD—CONTINUED

now designated as an MVP Community, which opens up funding opportunities across various sectors. This work was completed in tandem with an update to the town's Hazard Mitigation Plan, which will be submitted to the state and federal Emergency Management Administrations (MEMA and FEMA) by December 1, 2020.

The Board adopted the Planning Board Rule Review Fees regarding consultant review fees, pursuant to M.G.L. [Chapter 44, Section 53G](#) and pursuant to Planning Board Rules and Regulations, Section G.

Permitting Activities

- The Board approved Site Plan Review applications for four projects and Limited Site Plan Review applications for two projects.
- The Board granted Stormwater Management Permits for six projects.
- The Board granted five Sign Special Permits, including one comprehensive sign special permit for Westford Valley Marketplace, a multi-tenanted retail and commercial plaza located at 160 and 174 Littleton Road.
- The Board approved applications for three definitive subdivisions:
 - Cricket Lane – two-lot subdivision, located at 17 Milot Road
 - 15 and 17 Chamberlain Road – two-lot subdivision
 - Spalding Hill Estates – 29-lot Open Space Residential Development, located between Dunstable Road and St. Augustine Drive
- The Board recommended acceptance of Jennie Richards Road as a Public Way to the Board of Selectmen.
- The Board was involved with three lawsuits during FY 2020 relating to 64 Main Street, 0 and 37 Carlisle Road, and Hummingbird Lane.

Applications

The following table summarizes the applications acted on by the Board within FY 2020:

Planning Board Application Summary			
Application Type	Status		
	Approved	Denied	Withdrawn
Site Plan Reviews	4	0	0
Limited Site Plan Reviews	2	0	0
Storm Water Management Permits	6	0	0
Special Permits			
Signage	5	0	0
Open Space Residential Development	1	0	1
Water Resource Protection Overlay District	1	0	1
Common Driveway	1	0	0
Subdivision			
Approval Not Required (ANR)	5	0	0
Definitive Subdivision	3	0	0
Preliminary Subdivision	2	0	0
Scenic Road	0	0	0
Earth Removal Permit	0	0	0
Extension	0	0	0
Total	30	0	2

PLANNING BOARD—CONTINUED

Planning Board Application Summary (continued)			
Application Type	Status		
	Approved	Denied	Withdrawn
Other Matters			
Zoning Bylaw Amendments	7	0	0
Modifications and Administrative Decisions	5	0	0
Total	42		
The Board took final action on 32 applications during FY 2020.			
The Board received a total of 33 new applications during FY 2020.			
The Board acted upon a total of 70 matters during FY 2020.			

In FY20, the Board established one, reduced one, released one, and called zero bonds relating to approved subdivision projects.

What Does the Planning Board Do?

As defined by Massachusetts General Law, the Board has three primary functions:

- It establishes planning goals and prepares plans to implement those goals, which take the form of the town's Zoning Bylaw.
- It administers the Subdivision Control Law which establishes the process for development of new roads and housing. A developer's proposed plans are carefully reviewed to assure that roadway design, drainage, and other details are consistent with standard engineering practice and the town's current requirements.
- It is designated as the permitting authority for various site plan submittals under the town's Zoning Bylaw.

Planning staff acts as professional advisors to the community and its leaders. Staff members organize and attend meetings, provide technical assistance, offer professional opinions, and guide residents, developers, and businesses through the town's various permitting processes. Staff members also offer technical advice and expertise to several boards, committees, and town departments including the Planning Board, Zoning Board of Appeals, Economic Development Committee, Affordable Housing Committee, Historic Commission, and ad hoc committees as needed. The Planning Department is not a permit-granting authority and its function during the permitting process is to interpret laws, uphold regulations, and develop plans to ensure that the best interests of the town and its residents are served.

POLICE DEPARTMENT

The primary purpose of the Westford Police Department is to provide a high level of safety, security, and service for all members of the community. The Police Department has the direct responsibility for the preservation of the public peace, for the reduction of the opportunity to commit crime, and for the effective delivery of a wide variety of police services. A large suburban society free from crime and disorder remains an unachieved ideal. Nevertheless, consistent with the values of a free society, it is the primary objective of the Westford Police Department to as closely as possible approach that ideal.

Thomas McEnaney
Chief of Police

Mark Chambers
Deputy Chief

Victor Neal
Ronald Paulauskas
Captains

The value statement of the Westford Police Department:

- Maintenance of the highest standards of integrity and ethics
- Excellence and teamwork in the performance of duty
- Protection of constitutional rights
- Problem solving for continuous improvement
- Continuous planning for the future
- Performing public service and law enforcement tasks so as to provide leadership to the police profession
- Continue to work with the Town and School Safety Task Force to implement best practices and improve school and workplace safety

FY 2020 Grants

- \$10,990.80 – Department of Justice Bulletproof Vest Grant
- \$14,000 – Traffic Safety and Enforcement Grant
- \$6,000 – Pedestrian/Bicycle Safety Grant

COVID-19

The Coronavirus that touched every corner of the earth had a major impact on the daily operations of the Police Department. There were vast changes to the way the department completed its daily mission including taking initial reports and follow-ups over the phone (if the situation warranted it), closing the Police Station lobby to all but emergency situations, suspending the service of fingerprinting residents for employment, background, and firearms purposes, and being aggressive in disinfecting all areas of the officers' work areas including the cruisers they drive. Numerous new pandemic-specific policies were adopted by the department. The department also worked closely with the town's Health Department, Fire Department, and Facilities Director to garner the proper Personal Protective Equipment.

Drug Investigation

After a yearlong narcotics distribution investigation, a Westford resident was arrested and charged with numerous criminal offenses after he was found to possess 197 grams of crack cocaine, 15 grams of cocaine, \$45,000 cash, drug distribution paraphernalia, and two illegally possessed handguns.

POLICE DEPARTMENT — CONTINUED

K-9 Program

After the retirement of K-9s Beny and Misty, the Police Department welcomed new K-9s Empire (pictured) and Leiko. K-9s are a valuable resource to the Police Department as they help in drug and explosive detection, evidence recovery, and suspect apprehension.

Charitable Endeavors

Pink Cruiser Initiative – The Police Department participated in the Pink Cruiser Initiative. The goal of the initiative is to raise awareness about breast cancer during Breast Cancer Awareness Month in October. The cruiser was brought to various town events where residents were able to take pictures with the cruiser.



*Detective K-9 Corey Peladeau
with Empire*



Sgt. Brandon Holmes and a resident with the pink cruiser

Tip A Cop – The Tip A Cop program is a charitable fundraising program administered by the Massachusetts Chiefs of Police Association with all proceeds benefitting the Massachusetts Special Olympics. The event involves officers assisting waiters and waitresses at a local restaurant, taking orders from customers, serving food, and busing tables. The officer then explains the Tip A Cop program to the patrons in the hopes they will make a voluntary charitable donation. This year's event was hosted by the British Beer Company on Littleton Road.

Cops for Kids with Cancer – The Police Department has continued its partnership with the charity Cops for Kids with Cancer. The charity provides financial assistance to families who have a child who has been diagnosed with cancer and is currently going through treatment.

POLICE DEPARTMENT — CONTINUED

Statistics

July 1, 2019 – June 30, 2020

911 Hang Up-Abandoned Call	324
911 Non-Emergency-Verify Call	727
Accident Industrial	0
Accident MV-Injury	219
Accident MV-No Injury	452
Alarm/Burglar	708
Alarm/Fire	359
Animal Control Officer Call out	148
Animal Cruelty	26
Arrest	138
Assault and Battery	26
Assault-simple	17
Bank Escort	62
Bomb Threat	1
Business/House Check	5,106
Breaking & Entering	15
Bylaw Violation	105
Car Seat Installation	38
Child Abuse/Neglect	38
Commitments	79
Counterfeiting	6
Disturbances	252
Domestic Violence	136
Drug Law Violations	11
Firearm Violations	0
Fire MV/Bldg/Brush	28
Fireworks Violation	12
Funeral Escort	0
Harassment	37
Identity Theft	213
Injury to Property	78
Larceny	49
Larceny from MV	1
Larceny MV-Auto	6
Legal Advice	279
Liquor Law Violations	35

Lock out	124
Maintain the peace	29
Medical	1,680
Message Delivery	68
Missing person/child	13
Mutual Aid	75
MV Abandoned	10
MV Disabled	230
MV Stop	3,835
MV Citations Issued	3,248
MV Violations Reported	267
Order Served-Court/Restraining	265
Park and Walk	459
Property Found	115
Property Lost	35
Property take possession	17
Protective Custody	1
Radar Assignments	535
Repossession	15
Restraining Order Violation	22
Robbery	1
Rubbish Disposal	18
Safety Hazard	178
Search Warrant	76
Sexual Assault/Adult & Child	4
Sudden Death	7
Suicide/Attempt	10
Surveillance MV	20
Surveillance Person	12
Suspicious MV/Person	706
Telephone Harassment/Obscenity	26
Traffic Hazard	395
Transportation/Citizen/Prisoner	89
Trespassing	34
Truancy	1
Vehicle ID Number (VIN check)	11

POLICE DEPARTMENT — CONTINUED

Chief of Police
Thomas McEnaney

Deputy Chief
Mark Chambers

Captains
Victor Neal Ronald Paulauskas

Lieutenants
Brian Gendron Det. Lt. James Peloquin
Donald Pick Christopher Ricard

Sergeants
Michael Breault Brandon Holmes Steven Keins
Daniel O'Donnell David O'Hearn Marc Proia
Gregory Marchand, Prosecutor Dennis Rogers, Detective Sergeant

Patrol Officers

Nicholas Annese	James Antonelli	Michael Barck	Justin Belinsky
Anthony Bernadin	David Bettencourt	Samuel Brewer	Matthew Bunyon
Gregory Burns	Joseph Chenell	Brett Fitzgerald	Derek Hartley
Jon-Allen Haslam	John Lincoln	Timothy Jansen	Trevor Keins
Timothy Larkham	Nicholas Mariano	Ian McEnaney	Robert Musto
Trevor Sampson	Paul Selfridge	David Silton	David Welch

Special Services
SRO Joseph Eracleo Det. Matthew Furlong Det. Timothy Hughes
Det. Christopher Musick Det. Nirisa Nicoletti SRO Geoffrey Pavao
K-9 Officer Corey Peladeau

Office Personnel
Marcy Devine Tricia Targ Michelle Wright

Custodial
Adam Freitas

PUBLIC SAFETY COMMUNICATIONS DEPARTMENT

The Public Safety Communications Department (PSCD), serves as the Public Safety Answering Point (PSAP) for the town of Westford. All routine, business, and emergency 9-1-1 telephone calls for both the Police and Fire Department are answered here.

Timothy Whitcomb
Operations Administrator

The PSCD also dispatches and deploys all necessary public safety personnel and resources to calls for service and maintains accountability for self-initiated services and investigations. Additionally, the PSCD serves as the control point for Fire District 6 Communications, which serves 19 communities.

The PSCD is staffed 24/7 and has a full-time staff of 11 Public Service (PS) Telecommunicators under the direction of the Operations Administrator, who reports to both the Police and Fire Chiefs.

Public Safety Telecommunicators

Colin Osgood	Rebecca Michaels
Ashley Hartenstein	Brandon Burns
Jocelyn Stott	Riley Peterson
Nicholas Demins	Bryan Keane
Jocelyn Shields	Michael Rinn
	Vacant

Part-Time Public Safety Telecommunicators

Zachary Driscoll	David Lefebvre
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During FY 2020 the PSCD was short-staffed for much of the year. This is common for emergency call centers throughout the state and country, due to the unique nature of the job and difficulty finding individuals with the skill sets and special abilities required of the position. Filling the numerous vacant shifts created substantial strains on the budget.

The PSCD applied for and received three State 9-1-1 Grants, equaling a total available award of \$88,900. These grants are reimbursable by the state and were able to be used to help defray and offset some of the increased costs resulting from the vacancies. In receiving these awards, we were able to avoid seeking additional funds.

In late February the PSCD began, as did all the public safety agencies throughout the town, state, country, and world, to prepare for a novel virus, referred to as COVID-19 or Corona Virus. While we moved through the weeks into mid-March, keeping up with the ever-changing information brought on many challenges. Though many departments were able to work remotely and create workspaces that adhered to spacing recommendations, that wasn't possible here. Maintaining distance quickly became a realized impossibility for the communications staff. The workspace and environment did not allow for this because the workstations are roughly 4½ feet from one another, with two to three telecommunicators working side by side. This required and continues to require face coverings/surgical masks be worn for eight to 16 hours straight. The staff, through great cautions and effort, remained vigilant of all precautions and hygiene both in their professional and personal lives in order to keep themselves, peers, and families safe. They all continue to make great sacrifices to provide exemplary services and support to the men and women of the Police and Fire Departments, as well as the citizens of Westford during this very trying time.

PUBLIC SAFETY COMMUNICATIONS DEPARTMENT

— CONTINUED

We experienced an initial drop in call volumes during the peak of the shutdown from March, into early June. During that same time innumerable procedures were modified or implemented, and just as quickly changed again, as we all learned and relearned about what we were facing. Despite calls for a response initially going down, the overall fiscal year showed a marked increase (over 100%) in all 9-1-1 calls into the communications center. This was largely due to over 200% in increased use of cellular calls.

Category	FY 2020
978-399-2345 telephone calls received	59,655+
All 9-1-1 calls	6,479
Text to 9-1-1	6
Cellular 9-1-1 (both Phase 1 and 2)	5,055
9-1-1 calls triaged and referred to other agencies	1,743
Dispatched police response	6,294
Dispatched fire/ambulance response	3,153
District 6 fire incidents involved	52

The PSCD would like to thank the residents, police, fire, health, all other departments, and all those who have gone above and beyond to support and work together throughout these unprecedented times.

RECORDS AND ARCHIVES MANAGEMENT COMMITTEE

The Records and Archives Management Committee (RAMC) is comprised of members of the Westford Historical Society, Historical Commission, Library, Town Clerk’s office, and at-large members with historical and technical knowledge. The RAMC works with town departments to identify, preserve, and provide access to town records and documents with the goal of permanently preserving these historical resources in a climate-controlled, secure, and accessible town of Westford archives center.

Patricia Dubey
Town Clerk

Ellen Harde
Pat Louch
Sandra Martinez
Virginia Moore
Bob Oliphant

Community Preservation Projects

Wayne Fernald continues his painstaking and diligent work processing Conservation Commission permanent records, arranging material chronologically, eliminating duplicates, and scanning permanent files.

Barbara Murch is updating the Town Meeting index. Work has been temporarily halted due to the COVID-19 pandemic.

RECYCLING COMMISSION

The Mission of the Westford Recycling Commission (WRC) is to:

- increase awareness of the financial and environmental impacts of recycling
- provide opportunities for non-curb-side recycling
- educate residents on options to reduce, reuse, re-purpose, and recycle
- implement programs that encourage diversion from the trash

**Kristina Erickson
Corey Groves
George Haines
Ellen Harde
Elizabeth Sawyer
Charles Stark
Ken Teal**

New Recycling Vendor – Waste Management

In July 2019, Waste Management (WM) became Westford's new recycling vendor, replacing Republic Services, which had been the town's vendor for three years. Under a five-year contract, WM not only picks up our recyclables curbside, but also processes them in their Material Recovery Facility (MRF) in Billerica.



Audit of Westford's Recyclables at the Billerica MRF

For 11 days in January and February 2020, WM performed a composition audit on Westford's recyclables. This audit looked at a valid sample of material and analyzed it to determine what percentage of the material was comprised of cardboard, paper, plastics, aluminum, steel, or mixed glass – and what percentage must be picked out and disposed of as contamination. The volume of these categories in the mix and the amount of contamination impacts our cost, depending on the current market for the recycled materials.

In July 2019, Waste Management came on board as Westford's recycling vendor.

Our thanks to our Westford recycling volunteers who attended the audit each morning for a total of 30 hours, witnessing the sorting by WM personnel, to ensure accurate results.

The results of the audit were positive. Before the audit, Westford had been paying based on a 10% contamination rate, the average for the state. The audit showed the actual contamination percentage to be less than that, at 8.41%. The audit also showed we have more cardboard, less glass, and more of some plastics than what was being assumed.

The bottom line: these audit results meant \$3,600 in savings to our town each month!

And it showed that 92% of what comes from Westford is good, clean recycling. We're doing a great job.

RECYCLING COMMISSION — CONTINUED

Town of Westford - 2020 Composition Audit Results

	Assumed Composition	Actual Audit Composition
OCC (cardboard)	17.83%	27.34%
Mixed paper (all other paper)	40.01%	33.34%
Aluminum beverage cans	0.55%	1.31%
Steel/tin cans	2.87%	1.44%
PET (plastic #1)	4.29%	6.59%
Natural HDPE (plastic #2)	0.40%	1.32%
Colored HPDE (plastic #2)	1.96%	0.75%
Tubs and lids #5	0.93%	0.70%
Glass	21.16%	18.80%
Residue (trash)	10.00%	8.41%
	100.00%	100.00%

Using January 2020 Values

Blended Value	\$(1.52)	\$22.48
Processing Cost	\$(105)	\$(105)
Charge to Town	\$(106.52)	\$(82.52)
Estimate Avg. Monthly Tons	150	150
Cost to Town	\$(15,978.07)	\$(12,378.31)
Monthly Savings as result of audit		\$3,599.76
Savings Per Ton		\$24.00

Grant Received from Department of Environmental Protection



A sample of recycling from Westford was sorted and audited in early 2020.

In the fall of 2019, the Commission was awarded a grant for \$11,700. Westford was ranked based on achievements in providing residents with ways to recycle not only glass, metal, plastic, and paper at curbside, but to recycle and re-purpose used clothing, scrap metal, yard waste, food waste, household hazardous waste, and bulk items.

RECYCLING COMMISSION — CONTINUED

The Commission voted to use the state Department of Environmental Protection (DEP) grant funds to:

- reduce the price that residents pay for Earth Machine composters from \$50 to \$25.
- provide free Earth Machines and free 64-gallon recycling totes to residents who cannot afford the cost, and to schools, other town buildings and non-profits. Two Earth Machines were given to the Community Gardens on Graniteville Road.
- expand educational outreach to residents on how to decrease contamination in curbside recycling. This will be done through the Town Manager's monthly newsletter, enclosures in the tax bills once a year, WestfordCAT public service announcements, Facebook updates, keeping the "How To Recycle Almost Everything" document and our webpage current, and reinstituting programs for third graders, youth groups, and town clubs and organizations. Two members of the Commission accepted an invitation to meet with residents of the Village at Stone Ridge to answer their questions.
- offset the amount appropriated by Town Meeting for the new expense of paying a fee to WM for the trash contamination found in residents' recycling.

The Commission is most grateful to resident Kristina Greene for preparing and submitting the grant application to the state DEP on our behalf.

Focus on School Recycling

Encouraged by the extraordinary success of the initiatives instituted at the Norman E. Day School at the beginning of the 2019-2020 school year, the Commission decided to make the Day School a model. Commission member and Day School Administrative Assistant Elizabeth Sawyer established the following program:

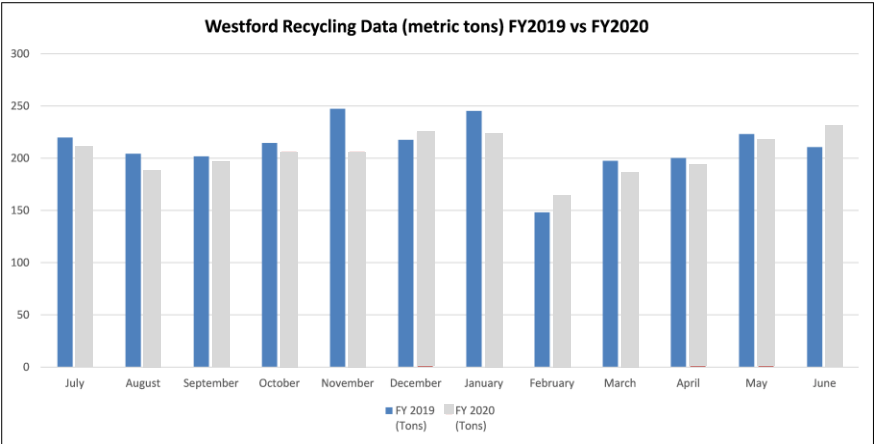
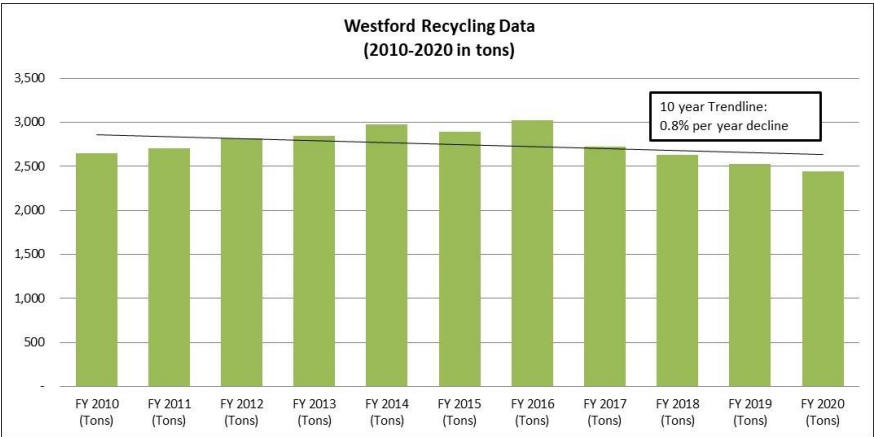
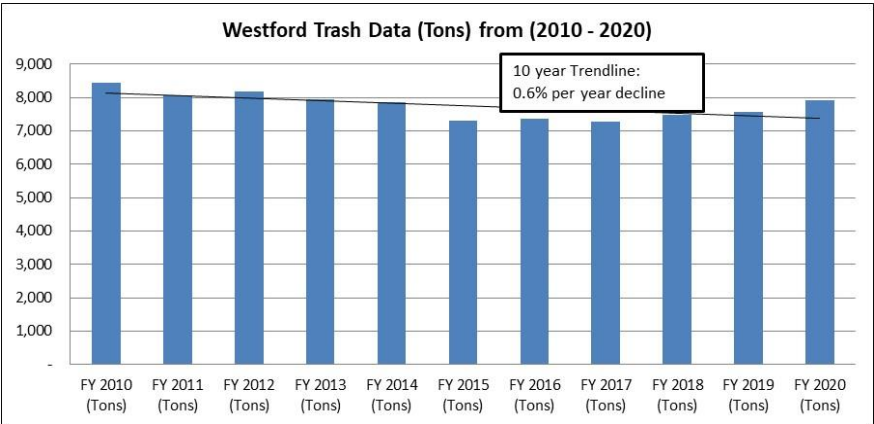
- explained recycling at a Day staff meeting.
- talked to the Day students at a school assembly.
- placed a sign on *every* recycling bin in the school showing what items go into the bin and what items do not.
- to reduce the amount of food waste going into the cafeteria trash, worked with School Nurse Cheryl Carpenter to establish a Share Table in the Day cafeteria where students could put packaged food that they did not plan to eat for lunch for other students to take.

Data, Statistics, and Costs

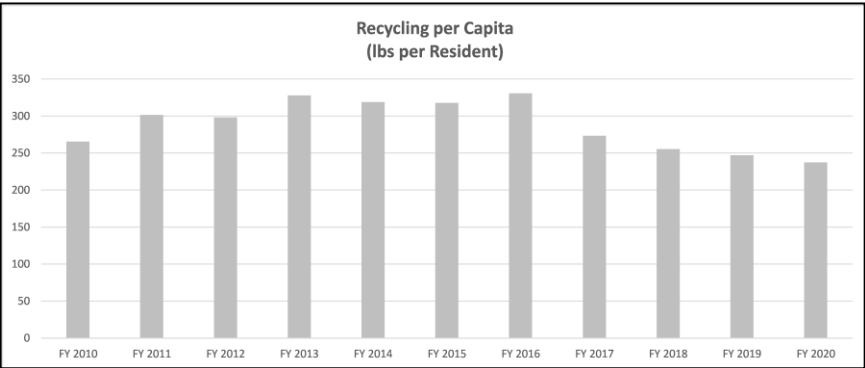
In FY 2020, Westford trash data showed an overall *increase* of 340.4 tons of trash, a 4.5% increase in trash over the previous year, and trash tipping fees (the cost the town pays per ton) increased accordingly. Recycling data showed a *decrease* of 82.2 tons of recycling, 3.5% less than the prior year.

In Westford, the 10-year trend of trash tonnage data shows an annual decline of approximately 0.6% per year, however the improvements were primarily in the early part of the decade whereas there has been growth in trash generation since 2016. Similarly, on the recycling side, the 10-year trend is negative (average annual decline of 0.8%) with a particular reduction in the last few years.

RECYCLING COMMISSION — CONTINUED



RECYCLING COMMISSION — CONTINUED



Changes that may account for the increase in trash tonnage and the decrease in recycling:

- Stricter standards established by the recycling industry - historically, almost all residential recycling collected in this country went to China to be sorted and processed. When China announced in January 2018 that it would turn away any loads that contained more than 1% contamination, the product we were sending was all rejected. There are not enough processing plants in the U.S. to fill the gap. So, the recycling companies' answer was to stop taking items like milk cartons (which have some plastic lining). These items used to go in Westford's recycling bins. Now they go into Westford's trash.
- Increased population – the Assessor's records show 48 new housing units built last year. The Town Clerk had 22,689 residents return the January 2020 census. Each house, on average, generates 1.5 tons of trash per year. That includes food waste, recyclables, and yard waste. If new residents have not yet learned to recycle and to compost to the maximum, trash would go up by 27 tons.
- On the plus side, residents bought more bulk stickers in FY 2020 than in FY 2019. It seems that having adults working from home and students in school online since March 2020 led to a lot of cleaning out of attics, basements, closets, and garages. Any item that is too big to fit into a 32-gallon trash barrel must have a \$5 bulk sticker attached to it for the trash truck to take it. Four thousand six hundred and forty stickers were sold by the Town Clerk, generating \$19,335. This income helps offset the town's cost of burning this trash at the Covanta energy-from-trash incinerator in North Andover.

Collection Events and the Impact from COVID-19

The mission of the Recycling Commission is, in part, to implement programs that encourage diversion from the trash. The Commission typically organizes and staffs several events each year for residents to keep such banned items as used electronics, household hazardous waste, and yard waste out of the trash. In FY 2020, the number of these events was reduced due to the COVID-19 pandemic, but we did:

- assist the Highway Department with publicizing their brush chipping events in October 2019. The spring brush chipping event was cancelled due to the pandemic.
- hold one Electronics & More collection for residents in September 2019. Statistics from this collection: 14,205 pounds of electronics; 11,700 pounds of light iron/metal; 1,438 pounds of co-mingled material; 2 compact light bulbs; 19 household bulbs; 136 TVs; 92 monitors; 15 car seats; 15 pounds of toner; 74

RECYCLING COMMISSION — CONTINUED

speakers; 62 pounds of batteries and 32 vacuums – for a total of 27,420 pounds. An event scheduled for May 2020 was cancelled.

Westford's trash and recycling collection was not impacted and continued through the pandemic. Supermarkets and other retailers discontinued take-back of bottles and bags for a period of time, but most resumed taking them by June 2020. And as with other town committees, the Recycling Commission began holding monthly meetings virtually beginning with the April 2020 meeting.

Additional accomplishments in FY 2020 included:

- sold 102 64-gallon wheeled recycling totes
- sold 75 Earth Machine composters
- sold 4,640 bulk stickers generating \$19,335 to offset the cost of incinerating those bulk items (like mattresses and furniture) set out with residents' trash.
- continued our support for New England Clothes Recycling containers for both gently used and unusable textiles at locations throughout the town and received \$1,800 from the company
- collected roughly 1,130 pounds through Upcycle IT!
- promoted composting in the Town Manager's newsletter, in articles, and on WestfordCAT

Publicity and Education

To increase awareness of recycling, the Commission:

- maintained a comprehensive and current website for recycling as a reference for residents: westfordma.gov/recycling
- assisted in the bidding process to select and contract with a new recycling hauler, Waste Management
- generated an informational campaign to announce the change to WM and direct residents to the Recycle Smart website, recyclesmartma.org/, as their ultimate source for what WM and all vendors in Massachusetts accept as recyclables
- with WM, continued to use all available media to remind residents that recycling will not be collected if it is in plastic bags and that plastic bags are not recyclable at curbside
- printed and mailed the 2019-2020 Recycling Guide to Westford households.

Member and Volunteer Updates

After 18 years of service, Barbara Theriault stepped down from the Recycling Commission in the fall of 2019. Barbara was tireless in spreading the word through education and publicity and for years she captured our meeting discussions and held us to our action items.

Alan Bugos also stepped down, after 10 years. Alan served as WRC webmaster, updating the Westford recycling site as a resource for residents with the curbside pickup schedule, upcoming events, How To Recycle Everything from A to Z, and much more. Alan also compiled and reported detailed trash and recycling statistics showing changes over time for use by town management.

Appointed to the two open commissioner positions were Ken Teal, a former Recycling Commission member, and George Haines, who brings a background in the plastics industry. Welcome, Ken and George.

RECYCLING COMMISSION — CONTINUED

In addition to the appointed members, there are several non-member volunteers who attend monthly meetings and jump in to complete assignments.

- Kristina Greene, founder of The Greening of Westford, has organized the Electronics & More Collection, manages DEP reporting, maintains the WRC Facebook page, and pursues and wins grant funding, as detailed above.
- Denise Seyffert takes orders for Earth Machine composters.
- Sharon Chew provides assistance for the town’s composting efforts in the schools.
- Gerry DiBello reviews and updates the [“How to Recycle Almost Everything”](#) section of our website in addition to his Upcycle It responsibilities.
- Andy Bergamini, a former WRC member and chairperson, is fielding questions submitted via the town website, along with Cynthia Peraner-Sweet.

Recycling Commission Revolving Fund

Balance July 1, 2019		\$11,893	
	Income	Expenses	
64-gallon toters @ \$55	\$5,600	\$5,100	
Earth Machine composters @ \$25	1,875	1,720	
Recycle stickers		264	
Insert for tax bills		620	
NE Clothes Recycling payments	1,800		
Westford Metals	1,204		
Totals	\$10,479	\$7,704	
Balance June 30, 2020		\$14,668	

SCHOOLS

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

Nashoba Valley Technical High School (NVTHS) is a regional technical high school established in 1969 to serve students in grades 9–12. NVTHS also provides post-graduate programs in career areas on a space available basis for those between the ages of 18 and 25 years old. NVTHS has earned an impressive reputation for producing community leaders as well as providing a vast amount of community projects for our district towns. NVTHS offers career preparation in 20 technical programs.

Ronald Deschenes
Emanouel Manolopoulos
School Committee members
Westford

Warren Adam
School Committee alternate
Westford



.Administration

Dr. Denise P. Pigeon	Superintendent
Mr. Jeremy Slotnick	Principal
Ms. Jeanne Savoie	Business Manager
Dr. Carol Heidenrich	Technology Director
Mr. Paul Jussaume	Vocational Operations and Facilities Director
Ms. Jobee O’Sullivan	Postsecondary, Continuing & Community Education Director
Ms. Gabriella White	Curriculum Director
Ms. Michelle Valhouli	Special Education Director
Ms. Kyla Callahan	Guidance and Admissions Coordinator
Mr. Jeff Scheminger	Vocational Technical Coordinator
Mr. Ed Storey	Team Chair
Mr. Ryan Wood	Dean of Students

Accreditation: New England Association of Schools and Colleges

The Learning Schedule: Three 12-week trimesters consisting of eight 45-minute periods set in a four-block schedule, five days per week. The school schedule alternates one week of academic classes with a week in a career-technical area for grades 9 through 12.

The Year in Review

The core mission of a vocational-technical school is to impart knowledge and skills to its students that will be valuable for securing success in future employment. In order to achieve this goal, NVTHS must look to



SCHOOLS

NASHOBA VALLEY TECHNICAL HIGH SCHOOL – CONTINUED

the future to determine the necessary skills that will be valued in an economy in years to come. In the 50 years since NVTHS opened its doors in September 1969, in-demand skills have changed along with career pathways and technology. The history of NVTHS is one of near-constant adaptation, not just to keep pace with a rapidly changing world, but to anticipate those changes and keep learning relevant. These changes have come about in the technical programs that NVTHS offers as well as in the facilities and equipment in the building.

Extensive renovations continue in our Health Assisting and Dental Assisting programs, which will allow students to learn in modern true-to-life program areas. This project was led by our Construction Cluster students and staff and supported by a Workforce Skills grant through the Massachusetts Skills Capital Grant Program.

Vocational-Technical Programs (Secondary & Post-Graduate)

Advanced Manufacturing	Electrical Technology
Auto Collision Repair & Refinishing	Engineering Academy:
Automotive Technology	Robotics & Automation
Biotechnology	Engineering Technology
Carpentry	Health Assisting
Cosmetology	Hospitality Management
Culinary Arts	Marketing
Dental Assisting	Plumbing & Heating
Design and Visual Communications	Programming & Web Development
Early Education and Care	Television and Media Broadcasting/Theater Arts
	Veterinary Assisting

Special Academic Programs

Advanced Placement, Honors and College Preparatory courses are available in all core subjects. Foreign language, music, theatre arts and additional elective courses are offered for all four years to all interested students.

Dual Enrollment

The Dual Enrollment program is a state-sponsored program that allows eligible NVTHS students the opportunity to enroll in courses at a local college while they are still in high school. The Dual Enrollment Program is available to any junior or senior who meets the criteria adopted by both the state and the student's school district. Juniors who are eligible and recommended by teachers/ administration may elect to enter the Dual Enrollment Program and take courses during their junior and senior years at a two- or four-year public college or private institutions in Massachusetts or New Hampshire. The program allows a student to attend Middlesex Community College, Mt. Wachusett Community College, U Mass Lowell or Fitchburg State University on a full-time basis while still enrolled at NVTHS as a high school student. Credit for the courses applies to both the high school and college transcripts. Upon completion, students receive their high school diploma from NVTHS and one or two years of college credit. In recent years many NVTHS students have graduated with an Associate degree from a college and their high school diploma at the same time. Also, individual study programs for talented students are directed to their area of excellence. Many of our students have been accepted at such distinguished institutions as MIT, Ithaca College, Emerson College, Boston University, and University of Massachusetts, among others.

SCHOOLS

NASHOBA VALLEY TECHNICAL HIGH SCHOOL – CONTINUED

Early College

In January 2019, NVTHS became the first vocational school to be awarded the Early College designation from the state's Department of Elementary and Secondary Education. Students can apply to participate in the Early College at Nashoba program beginning in their junior year. This program allows students to remain at NVTHS, enroll in "concurrent" enrollment classes at NVTHS, and earn credit at both NVTHS and Middlesex Community College. Students are expected to complete a minimum of 12 or more credits between their junior and senior year. These credits are offered at no cost to the student or family. Additionally, beginning with the class of 2022, students will enter the program with one credit earned for Career Exploration. This course is taken by all students in grade 9 when they participate in their required Freshmen Exploratory of all NVTHS's technical programs. In future years, all students will earn one credit each for a First Year Seminar and a Service Learning course, both of which are currently in development. Students in the Early College at Nashoba program have all the resources of Middlesex Community College available to them. They become college students with access to libraries, technology centers, and support services available at the college. NVTHS teachers work with a mentor from Middlesex to design the course and help students benefit the most from this unique experience.

Community Service Projects

NVTHS is unique in its approach to community service and its relationship to its district towns. Students and their instructors travel to various sites within the district to work on community service projects that have been approved and selected to benefit the community and the learning of our students. The students perform all necessary work for the district towns to complete their requested project. The Community Service Program educates students in a real-world setting and allows the towns to observe NVTHS students at work creating a lasting tribute to their efforts, and a major project completed without expending limited town resources for capital improvement.

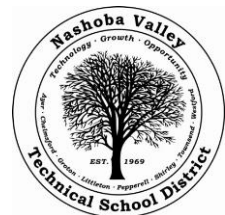
Student Activities

NVTHS sponsors an extensive program in intra-scholastic sports, including varsity teams in 16 current high school sports, with equal opportunities for both male and female students. We hope to add tennis and crew as new team sports in the future. Other extracurricular activities include Student Council, National Honor Society, Music Honor Society, Yearbook, Kick Off Mentors, Students Against Destructive Decisions (SADD), Skills USA, Student Leadership, Peer Mediation, Chorus, Drama, and many special interest clubs. No user fees are imposed on any sport, school sponsored club, or activity.

Continuing and Community Education

NVTHS Continuing Community Education Program offers many late afternoon and evening classes to our community, such as Electrical, Advanced Manufacturing, and Driver's Education. Additional information can be found on the NVTHS website, nashobatech.net.

100 Littleton Road, Westford, MA 01886 978-692-4711



SCHOOLS

WESTFORD PUBLIC SCHOOLS

Westford Public Schools continue to demonstrate great pride in providing students with an excellent education. Westford is committed to maintaining high academic standards across all grade levels. For the second consecutive year, Niche Company ([Niche.com](https://www.niche.com)) ranked Westford Public Schools as the best school system in Massachusetts. The community is very proud of this ranking and Westford Public Schools will always seek to improve programs and services to students and staff.

Everett V. Olsen, Jr.
Superintendent of Schools

The school system enrolled 4,950 students in preschool through grade 12 in the 2019-2020 school year. Consistent with the nationwide trend, Westford is beginning to see a decline in the elementary grades. However, it is important to note that the residential construction of approximately 700 new housing units have continued over the past two years in Westford. This includes 420 apartment units of one, two, and three bedrooms. All residential construction subsequently brings school-age children to Westford.

Westford Public Schools' commitment to school safety moved forward during the year with a number of safety-related meetings and actions. The safety and well-being of our students and staff benefitted from the town's contract with two companies. Guidepost Solutions LLC conducted a comprehensive review of building security and safety practices for school and town buildings. Health Management Associates was contracted to assess the health and wellness of Westford's employees and residents. Both companies have provided the school system and town with valuable and actionable recommendations to enhance both the safety and wellness of people.

In late February and early March 2020 our country experienced a health pandemic that created the most serious risk to public health in many decades. The coronavirus caused school systems across the country to close in order to mitigate the transmission of the virus. Westford was no exception. In-person education came to an abrupt halt and a decision was made to provide only remote instruction from the middle of March. Ultimately, Governor Baker issued an executive order closing all schools and initiating fully remote instruction for the remainder of the 2019-2020 school year. The staff is to be congratulated for their extraordinary effort to shift instruction from in-person to remote within a two-week period.

Westford continues to be proud of the reputation that the school system has earned. It is a result of a highly prepared and dedicated staff, students who are motivated to learn, and a caring and supportive community.

School Department website: westfordk12.us

SCHOOLS

WESTFORD PUBLIC SCHOOLS – CONTINUED

Office of the Superintendent of Schools

Everett V. Olsen, Jr., Superintendent	978-692-5560	X 2103
<i>Nina Mangan, Administrative Assistant to the Superintendent</i>		X 2102
Kerry Clery, Assistant Superintendent of Curriculum and Instruction		X 2105
<i>Sandra Abramo, Curriculum Administrative Assistant</i>		X 2104
Ingrid Nilsson, Director of School Finance		X 2106
<i>Nancy Hill, School Finance Administrative Assistant</i>		X 2100
Courtney Moran, Director of Pupil Services		X 2112
<i>Zoe Daniels, Administrative Assistant</i>		X 2111
<i>Jan Walsh, Administrative Assistant</i>		X 2113
JoEllen Baird, Director of Student Information		X 2124

Principals

James Antonelli	Westford Academy	692-5570
<i>Betsy Murphy, Dan Twomey, and Bob Ware, Deans</i>		
Christopher Chew	Stony Brook	692-2708
<i>Richard McElhinney, Assistant Principal</i>		
Tim Hislop	Blanchard Middle School	692-5582
<i>Patricia Demins, Acting Assistant Principal</i>		
ChrisLouis Sardella	Norman E. Day School (3-5)	692-5591
<i>Hilary Sturgis, Assistant Principal</i>		
Donna Pobuk	Rita Miller School (K-2)	392-4476
<i>Hilary Sturgis, Assistant Principal</i>		
Lori McDermott	Abbot School (3-5)	692-5582
<i>Carolyn Jerzylo, Assistant Principal</i>		
Susan DuBois	Nabnasset School (K-2)	692-5583
<i>Carolyn Jerzylo, Assistant Principal</i>		
Sharon Kennelly	Crisafulli School (3-5)	392-4483
<i>Melissa Boylan, Interim, Assistant Principal</i>		
Scott Middlemiss, Interim	Robinson School (K-2)	692-5586
<i>Melissa Boylan, Interim, Assistant Principal</i>		
Courtney Moran	Millennium (Pre-School)	692-5560

School Committee

		Term expires
Avery Adam, Chair	87 Providence Road	2021
Megan Eckroth, Secretary	8 Timberlee Lane	2020
Sean Kelly	7 Chestnut Road	2022
Alicia Mallon	104 Plain Road	2022
Gloria Miller	14 Hutchins Way	2020
Chris Sanders, Vice-Chair	6 Koala Bear Lane	2021
Mingquan Zheng	3 Joyce Circle	2021

School Committee website: westfordk12.us/district/school-committee

School Committee meetings are held every other Monday evening at 7:30, unless otherwise indicated or rescheduled. All meetings are posted through the Town Clerk's Office in the Agenda Center on the town's website: westfordma.gov/agendacenter.

SCHOOLS

WESTFORD PUBLIC SCHOOLS – CONTINUED

Enrollment

As of 10/1/2019

	MLN	NAB	ROB	MLR	ABB	DAY	CRIS	STBRK	BMS	WA	TOTAL
Pre-Sch	121										121
K		99	79	96							274
1		107	92	106							305
2		123	103	111							337
3					100	92	116				308
4					136	121	118				375
5					133	133	123				389
6								191	168		359
7								203	184		387
8								209	186		395
9										435	435
10										397	397
11										442	442
12										426	426
Ungraded											0
Totals	121	329	274	313	369	346	357	603	538	1700	4,950

MLN Millennium School
 NAB Nabnasset School
 ROB Col. John Robinson School
 MLR Rita Edwards Miller School
 ABB Abbot School
 DAY Norman E. Day School
 CRIS John A. Crisafulli School
 STBRK Stony Brook Middle School
 BMS Lloyd G. Blanchard Middle School
 WA Westford Academy

SCHOOLS

WESTFORD PUBLIC SCHOOLS

CURRICULUM AND INSTRUCTION

Teaching and learning were certainly met by obstacles this school year. We were fortunate to have such a supportive community of students and families, as well as a talented staff who were able to quickly adjust to a very unprecedented situation.

Kerry Clery, Ed.D.
*Assistant Superintendent of
Curriculum and Instruction*

To start the school year, we continued focusing on the social and emotional well-being of students at the middle and high school levels. We worked closely with Pete Hall, a dynamic educator, speaker, and author, who focuses on fostering resilient learning and creating trauma-sensitive school environments. This was a continuation of our Challenge Success initiative, which focuses on creating strategies to reduce toxic stress and anxiety for students.

At the elementary level, we spent much of the professional development time training teachers on the new Massachusetts social studies standards. These standards are a big improvement, as they focus heavily on developing skills related to civics, diversity, inquiry, financial literacy, and media literacy. These are practices that will help prepare students to make informed civic choices and assume their responsibility for strengthening equality, justice, and liberty in and beyond our community. To plan and implement these new standards, we used the Inquiry Design Model, developed by Kathy Swan and John Lee, to create a curriculum that addresses these standards by way of research, inquiry, and critical thinking. We were pleased to use our Title IIA Grant funds to welcome Kathy and John to the district to help train us in this method of developing curriculum.

As we gained positive momentum in these areas, our focus abruptly shifted in March when the COVID-19 pandemic reached the area and shut down our schools and businesses. The education system had to quickly pivot to create a way to keep students connected to school, while providing the flexibility that families needed during this incredibly disruptive time. The year ended in a very unusual way, with students and staff teaching/learning from home, and with normal routines, such as MCAS testing, field trips, proms, etc., being cancelled. The students and families demonstrated incredible flexibility and adaptability during this time. We are also proud of the staff for shifting to online, asynchronous teaching and for learning the technology tools necessary to provide all lessons in digital form. With the overhaul to our learning system due to the pandemic, we know that the 2020-2021 school year will bring many more obstacles to overcome. While we will not be able to replicate the value of in-person learning, we are committed to providing students with high-quality learning experiences so they can continue to thrive during this unprecedented time.

SCHOOLS

WESTFORD PUBLIC SCHOOLS

SCHOOL HEALTH SERVICES

“The number of students with special health care needs has increased over the past decade. Students are coming to school with increasingly complex medical problems, technically intricate medical equipment, and complicated treatments.” (Robert Wood Johnson Foundation, 2010)

Joan Mitchell, BS, RN, MEd
School Nurse Leader

“Role of the School Nurse: School nursing, a specialized practice of public health nursing, protects and promotes student health, facilitates normal development, and advances academic success. School nurses, grounded in ethical and evidence-based practice, are the leaders that bridge health care education, provide care coordination, advocate for quality student-centered care, and collaborate to design systems that allow individuals and communities to develop their full potential.” (National Association of School Nurses, Feb. 2017)

Clinic visits: As of March 12, 2020

Description	Quantity	Percentage
Return to class	20,005	94%
Dismissed for illness/injury	1127	5%
Other	103	1%

The following is a partial list of students’ physical/developmental conditions as gathered from emergency cards completed by parents during the 2019-2020 school year. These conditions include:

- Depression
- Allergies-food and insects
- Asthma
- Cardiac conditions
- Diabetes
- Migraine headaches-seizure disorders
- Cancer and chemotherapy

Screenings

	Grades
Height and Weight	1, 4, 7, 10
Vision	Pre-school 2, 3, 4, 5, 7, 10
Hearing	2, 3, 7, 10
SBIRT (Screening, Brief Intervention, and Referral to Treatment)	8, 10

Total number of students	4,950
EpiPen administration	5
911 calls and transport to emergency room	11 (3 for staff)

School nurses’ responsibilities include:

- First aid, illness assessment, mental/behavioral health support
- Collaboration with guidance counselors for the social/emotional needs of students

SCHOOLS

WESTFORD PUBLIC SCHOOLS

SCHOOL HEALTH SERVICES—CONTINUED

- Individual/classroom health education (i.e., depression/anxiety, sun safety, bullying, handwashing, diversity, health, and hygiene)
- Immunization verification
- Medication administration
- Update and maintenance of school health records
- Health education for students, staff, and parents
- Management of individual health care plans and emergency plans
- Health screening and referrals for health care and health insurance

Staffing

Each school has a school nurse position and Westford Academy has two nurses.

Ongoing Projects in Schools

- *SBIRT* – Screening Brief Intervention and Referral to Treatment is a state-mandated screening that promotes prevention and identifies early-risk substance use in adolescents. Screened students in grades 8 and 10.
- *Project Interface*.
- *Challenge Success* provides families and schools with the practical, research-based tools they need to create a more balanced and academically fulfilling life for kids.
- Work closely with Cameron Senior Center and St. Vincent de Paul to provide clothing, food, heat, financial assistance and mental health resources.
- All nurses are trained to use Narcan in the event of a heroin overdose.
- Mental Health Collaborative are small study groups about mental health.
- EpiPen training for all staff at all schools
- Medical updates as needed.
- Diabetic care as needed – hourly, daily.
- Human growth and development presentation.
- CPR/AED and First Aid classes for all the nurses.
- SOS – Signs of Suicide – presentation and questionnaire to 7th grade students at Stony Brook and Blanchard Middle Schools. Parents called as needed.
- *Mindfulness Centers* incorporated in nurses' clinics.
- *Girls on the Run* and *Love Yourself First* – team-building activities to promote self-confidence, self-esteem, and friendship.

School nurses work closely with the Westford Board of Health and the staff of Pediatrics West to provide quality health services for students, staff, and families in Westford.

SCHOOLS

WESTFORD PUBLIC SCHOOLS

STUDENT SUPPORT SERVICES

Westford Public Schools offer a range of Student Support Services. We are fortunate to maintain dedicated teachers and therapists who continuously strive to improve practices in educating diverse learners.

Courtney L. Moran
Director of Pupil Services

According to data submitted to the Massachusetts Department of Elementary and Secondary Education’s Student Information Management System (SIMS), Westford reported 815 students with disabilities in June 2020. The number of students represents a moment in time, as students are continuously evaluated throughout the year for both eligibility and placement. SIMS data is captured each fiscal year in October, March, and June. Of the 815 students, 55 were placed in private special education day schools, collaborative classrooms, or residential school placements.

The school year 2019-2020 presented challenges when the Governor issued an order to shut down and suspended all in-person instruction. In April services shifted to “distance learning,” and as a result not all services were delivered as dictated on a student’s Individualized Education Plan (IEP). Special educators and therapists immediately placed emphasis on individual goals and continue to do so under the district’s adopted 2020-21 Hybrid and Remote Learning Plans. Each team surrounding an individual student remains committed to their progress and desire to reach appropriate benchmarks.

A continuum of services, focusing on inclusivity, is provided at each grade level. By responsibly including students with their peers, academic, behavior, and social development is fostered. Depending on eligibility criteria, students may receive a variety of services, including specialized instruction, behavior management, speech and language therapy, occupational therapy, physical therapy, social skills, specialized vision and hearing training, assistive technology, and adaptive physical education.

The district continuously self-reflects in terms of practices and programs. During the 2017-18 school year, Westford participated in a formal self-assessment with the MA Department of Elementary and Secondary Education. This self-assessment targeted compliance with special education and civil rights regulations. The district’s formal review, now referred to as Tiered Focus Monitoring, was scheduled for April 2020. This review was cancelled due to the Governor’s shutdown order and has yet to be rescheduled.

Funding Source	Federal/State	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Grant 262	State	\$19,916	\$18,451	\$19,437	\$20,262	\$20,473
Grant 274*	State	\$27,000	0	0	0	0
Grant 240	Federal	\$949,110	\$953,848	\$966,590	\$979,977	\$1,012,066

* The Special Education Improvement Grant (274) has not been available to districts since FY 2017. However, initial indication includes the possibility of the grant being re-issued during FY 2021 to assist with COVID-19 compensatory services.

SCHOOLS

WESTFORD PUBLIC SCHOOLS

GRADES K-2 ELEMENTARY SCHOOLS

WPS Elementary School Consistent Core Values

The K-5 elementary schools adopted and worked to implement a new, consistent set of core values – utilizing the acronym SPIRIT – during the 2019-2020 school year. A consistent set of core values will continue to bring our six elementary schools together to create a closer community feel, and the same consistent message will travel with the children and staff as they grow and move on to new elementary schools within the district. We are excited to continue our work during the 2020-2021 school year as we continue to infuse social-emotional learning lessons within our schools.

Donna Pobuk
Miller School Principal

Susan DuBois
Nabnasset School Principal

Scott Middlemiss
Robinson School Interim Principal

We will continue to build this respectful community by asking our students to “Show their SPIRIT!”

Safety	Students of the Westford Public Schools will demonstrate SAFETY. They will honor others’ space and property, and will keep their hands, feet, and other objects to themselves. They will exhibit self-control by walking as they travel throughout the school building, by using an appropriate voice level for the setting, and by following directions and instructions given by adults the first time. They will use words and adult intervention to solve problems.
Perseverance	Students of the Westford Public Schools will demonstrate PERSEVERANCE. They will set goals and strive to reach them each day. They will work hard and not give up even when something is difficult. They will demonstrate a growth mindset when met with challenging tasks and activities. They will keep a positive attitude.
Inclusion	Students of the Westford Public Schools will demonstrate INCLUSION. They have a responsibility to break down barriers by inviting new people into teams, circle of friends, and experiences as they work to be a unified, collaborative community. They will show acceptance to everyone around them.
Respect	Students of the Westford Public Schools will demonstrate RESPECT. They will think about others before speaking or taking any action. They will appreciate the contributions of others, while showing respect for themselves, other people, personal and/or community property, and the environment. They will treat others the way that they want to be treated.
Integrity	Students of the Westford Public Schools will demonstrate INTEGRITY. They will do the right thing, even when no one is watching. They will show good character. They will be honest, fair, and humble. They will exercise their best effort and judgment in all activities in which they participate and will set goals that promote positive academic, social, and personal development.
Teamwork	Students of the Westford Public Schools will demonstrate TEAMWORK. They will encourage others to do their best. They will listen to the ideas of others, while also sharing their ideas to ensure the best end product. They will show empathy, considering another person’s situation, feelings, or motives before speaking or taking action. They will compromise when necessary. They will behave in a manner that allows all others to enjoy a safe, positive learning community.

SCHOOLS

WESTFORD PUBLIC SCHOOLS

GRADES K-2 ELEMENTARY SCHOOLS— CONTINUED

COVID-19 Remote Learning

All PK-2 teachers and staff showed tremendous dedication and hard work when making the sudden transition to Remote Learning in March.

MILLER SCHOOL

New Pre-Kindergarten Classrooms

Four PreK classrooms transitioned smoothly from Millennium to the Miller School during the 2019-2020 school year. They have been a wonderful contribution to the Miller School community.

Social Emotional Learning

Miller's Social Emotional Learning Team held monthly meetings. They surveyed the staff and collaborated to establish common language across the school when responding to student behavior. There were staff presentations by the team on social thinking and by Guidance on Mindfulness. Additionally, Mrs. Clermont (guidance) facilitated monthly mindfulness sessions for students and provided daily mindful messages to staff.

The Sensory Room continues to support students. Ms. Wheeler (occupational therapist) collaborated with administration this year to add a sensory path and distinct areas for calming and gross and fine motor skills. The school was awarded a Westford Education Foundation Grant to purchase a swing and other materials to increase student engagement.

Many staff members attended several professional development sessions focused on supporting Social Emotional Learning and creating trauma-sensitive classrooms.

Miller School students participated in the Great Kindness Challenge again this year, listening to books about kindness and committing and documenting random acts of kindness in school and at home.

The school hosted monthly SPIRIT Days and whole-school community meetings to recognize and celebrate achievements.

Teaching and Learning

Classroom teachers worked hard in their grade-level teams throughout the year to organize and carry out new social studies units aligned with the updated curriculum frameworks. Teachers were supported by curriculum coordinators and special presenters as they attended professional development workshops and utilized common planning times to plan high-quality lessons and share instructional strategies.

Library Media Specialist Kira McGann taught an Innovation Lab class as part of a trimester rotation, aligned with standards for STEM (science, technology, engineering and math) and Maker Space learning. Kira artfully integrated science, literature, technology, engineering, and design in her curriculum.

The school continued to provide leadership opportunities for our second graders, including the chance for them to be "Principals of the Morning" throughout the year. After writing letters to Mrs. Pobuk, they had the opportunity to read morning announcements, have a special snack together, and visit different classrooms.

SCHOOLS

WESTFORD PUBLIC SCHOOLS

GRADES K-2 ELEMENTARY SCHOOLS— CONTINUED

Community Collaboration

Miller School hosted a number of fundraisers and events over the school year to encourage family participation and engagement. Many of these events were held in collaboration with the Miller Parent-Teacher Organization.

Miller's PTO sponsored many wonderful events this year, including three movie nights, Dance for a Cause, the Miller/Day Halloween Party, Miller Sweetheart Dance, Book Fair, and Arts and Education Programs for all grade levels. These programs included Rhythm Kids, Engineering Bridges, Sound, Author's Share, and Pumpernickel Puppets. Additionally, the PTO has worked very hard to plan for a shade structure to be built on the PK/Kindergarten playground.

Families were invited to Math and Science Nights for kindergarten and grades 1 and 2. Mrs. Burke worked with administration to organize these fun evenings filled with engaging, hands-on activities for families to participate in together.

A new pilot program was offered as administration collaborated with parent volunteers and the help of Ms. Egan to hold a Nature Club for students in the fall. This after-school club offered students an opportunity to listen to stories and engage in hands-on crafts and projects related to nature.

"Miller Collects" showcased different student and parent collections each month by putting these impressive collections on display in the lobby.

Miller had its annual Giving Tree in the lobby over the winter and collected 18 hats, 45 pairs of gloves, one pair of snuggle sox, five scarves, and 16 hat/glove sets to donate to the Lowell Make-A-Wish Foundation. Additionally, the school held a very successful can drive and donated many canned goods to the Westford Food Pantry.

Working collaboratively with bus and van drivers, Miller held a Bus Safety Contest three times over the school year to encourage safe behaviors. All bus and van drivers participated by awarding tickets when all students stayed safe.

NABNASSET SCHOOL

Curriculum and Instruction

Library Media Specialist Valerie Loughman taught an Innovation Lab class to align with standards for STEM and Maker Space learning. Mrs. Loughman utilized a variety of children's books to inspire students to solve problems presented in the stories. She skillfully blended literature and critical thinking skills to ensure students practice solving problems, collaboration, and perseverance.

On October 28, 2019, the Nabnasset School welcomed children's author Sherry Cerino. Mrs. Cerino introduced a discussion about diversity, disability, acceptance, and inclusion. During grade-level assemblies, Mrs. Cerino read her book *Ella & the All-Stars* and promoted children's acceptance of differences as they begin to form their first friendships.

Grade-level teachers continued to implement performance assessments in their science units. Performance assessments help teachers to see how their students understand and apply knowledge and provide opportunities for additional learning experiences.

SCHOOLS

WESTFORD PUBLIC SCHOOLS

GRADES K-2 ELEMENTARY SCHOOLS— CONTINUED

Professional Development

Classroom teachers participated in several professional development experiences to become more familiar with the new social studies standards and develop new curriculum units aligned with the updated frameworks. Teachers attended a workshop presented by author John Lee. Curriculum coordinators helped to facilitate subsequent professional development to develop and plan high-quality lessons and share instructional strategies.

Student Support Services staff participated in the first year of professional development to create a trauma-sensitive classroom. We look forward to expanding this professional development to all staff members in the 2020-2021 school year.

Nab staff participated in a Mindfulness Based Stress Reduction Study Group using the online course Palouse Mindfulness facilitated by the guidance counselors.

Community Initiatives and Service

The Nabnasset School welcomed guest readers to read a book to our Nab Stars during American Education Week in November. In addition to our special guest readers, Nabnasset students and teachers celebrated by collecting books for the Reach Out and Read Program at Boston Children’s Hospital, and parents were asked to write about their school memories to be displayed during parent conferences.

Students and faculty at the Nabnasset School initiated and supported the community through fundraisers and initiatives that brought an awareness and care to act for the common good. Multi-age classes organized monthly collections for the Westford Food Pantry and collected hundreds of nonperishable items. Students and staff brought in donations one Friday each month and multi-age students sorted the items prior to delivery to the food pantry. In addition, Nabnasset students supported several compassion projects. Two large boxes of toys were donated to the For the Love of Erika initiative, 159 hats went to the Hats Off for Cancer project, one large box of pajamas was collected and donated to Catie’s Closet, and the Holiday Helper project raised \$175 in Market Basket gift cards which were given to two grateful families.

Second-grade students recycled 1,735 pounds this year, saving more than 14 trees. On Wednesday mornings second-grade students collected and weighed the recycle bins in every classroom. This experience encouraged students to make recycling a part of their lifestyle and helped them to realize they can make a difference.

Social Emotional Wellness

The Nabnasset School added two sensory paths through a Westford Education Foundation grant written by our Occupational Therapist Jane Anderson. These paths are colorful, creative, and playful ways for kids to take much needed breaks to assist with self-regulation and to develop motor skills like balance, hand-eye coordination, and spatial awareness.

In coordination with our elementary school colleagues across the district, our school community integrated the consistent elementary school core values of SPIRIT into our traditional RISE (Respect, Inclusion, Safety and Encourage) core values. Students demonstrate expected behaviors by remembering that “with SPIRIT we RISE to be Nab Stars.”

SCHOOLS

WESTFORD PUBLIC SCHOOLS

GRADES K-2 ELEMENTARY SCHOOLS— CONTINUED

During the week of September 23-27, we joined the Sandy Hook Promise organization and schools across the country in celebrating “Start With Hello” week. This was a fun week promoting a culture of inclusion that values each individual at our school. With the simple theme, Start With Hello!, this program encouraged students to make a difference with their peers. They took small but powerful actions to promote connectedness and inclusion and to identify and help lonely students who are showing signs of social isolation.

Nab Stars also enthusiastically participated in the Great Kindness Challenge during the week of January 27. Each morning one of our staff members read a kindness quote, and a book about kindness was read to students during their lunch. Students created a Kindness Garden by writing acts of kindness on petals that were added to flowers on the Nab Lab windows.

ROBINSON SCHOOL

Curriculum and Instruction

K to 2 staff attended a presentation and training session on the history and social science (HSS) curriculum with John Lee, one of the authors of the book *Inquiry Design Model: Building Inquiries in Social Studies*. This book was referred to throughout the school year as they unpacked and discussed implementation of the HSS standards.

Student Support Services and Integrated Arts staff participated in the first year of professional development to create a trauma-sensitive classroom. We look forward to continuing this professional development with all staff members in the 2020-2021 school year.

A Mindfulness team of teachers and administrators continued their work together that started last year with a Mindfulness book-study group that focused on the book *10 Mindful Minutes* by Goldie Hawn. This year, each team member is working towards creating, writing, and developing five lessons utilizing mindful activities that will be taught and implemented in the Robinson School Mindfulness Room, and then shared with other staff members to utilize with their students.

Social Emotional Wellness

A Sensory Path purchased by the PTO was installed by Mr. Middlemiss, Mrs. Boylan, and Mrs. Rivet in August 2019. Students are able to utilize the path, as needed, to get movement breaks and proprioceptive input.

In partnership with the PTO and parent volunteers, a mindfulness room was created. The room is equipped with a variety of mindfulness tools, and classes utilize the room for mindfulness activities. Mrs. Rivet, the guidance counselor, also utilizes the room for whole-class mindfulness lessons.

All suites have implemented a calming space to be utilized by students without having to leave the classroom.

Windows and Mirrors

Through a grant, the Robinson School literacy department was granted an amazing addition to the library. This addition consists of books that give you a view of the outside world (windows) and books where you can see your own reflection (mirrors). This set of

SCHOOLS

WESTFORD PUBLIC SCHOOLS

GRADES K-2 ELEMENTARY SCHOOLS— CONTINUED

books has been and will continue to be important to the enhancement of our school community's acceptance, recognition, and celebration of "differences," and all those things that make each one of us special and unique. It is so motivating for students to read about characters who look like them, or about families that observe similar traditions and celebrations. It is also empowering for students to read about others with "different abilities" like theirs. These books provide these opportunities. We feel fortunate to be able to bring these types of stories to our students and to our school.

"Reading Buddy" Program

The students in the five grade 1 classrooms at the Robinson School experienced another great year as "reading buddies" with the students in the six grade 4 classrooms at the Crisafulli School as part of our sister-school Book Buddy program. The students look forward to their monthly visits with their buddies and enjoy sharing their love of reading with one another.

"Turkey Trot" Fundraiser

On November 27, 2019, the Robinson School community came together to participate in its "Turkey Trot" fundraiser. On this fall morning, students and staff members trotted around the front of Robinson School, and had the opportunity to participate in other fun activities such as hula hooping, dancing, and resting. As a school community, we "trotted" to celebrate our efforts as we raised funds for our school. It was a terrific team-building day! During the trot, staff and students walked a total of 2,993 laps of the 0.15 mile course, equaling 448.95 miles walked! The funds raised during this event support technology (Chromebooks, iPads, etc.), enrichment programs, field trips, and special events. The school met its fundraising goal and celebrated with a dance party.

Andy Grammer

Robinson School welcomed principal-on-leave Kevin LaCoste back for a special assembly on November 1. During this time, a special video message from multi-platinum singer/songwriter Andy Grammer was played and the students sang "Don't Give Up on Me" to Mr. LaCoste.

Community Outreach

During the winter months, the kindergarten team hosted a hat and mitten drive. Students and staff collected over 400 hats and mittens for the House of Hope in Lowell. The second-grade students held a book drive to collect books for children in the Bahamas. In the end, the school collected 1,975 books.

The Great Kindness Challenge

During the week of January 27, 2020, the Robinson School community participated in The Great Kindness Challenge. Students were given a Kindness Challenge checklist, and were encouraged to perform a special act of kindness each day. Staff shared kindness-themed quotes as part of morning announcements. The school enjoyed a week of kindness-themed spirit days as students and staff performed many acts of kindness each day.

Enrichment

The PTO has sponsored several enrichment activities, such as Rhythm Kids, Discovery Museum presentations, and author Emilee Boon.

SCHOOLS

WESTFORD PUBLIC SCHOOLS

GRADES 3-5 ELEMENTARY SCHOOLS

WPS Elementary School Consistent Core Values

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Lori McDermott
Abbot School Principal

Sharon Kennelly
Crisafulli School Principal

ChrisLouis Sardella
Day School Principal

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Respect	Students of the Westford Public Schools will demonstrate RESPECT. They will think about others before speaking or taking any action. They will appreciate the contributions of others, while showing respect for themselves, other people, personal and/or community property, and the environment. They will treat others the way that they want to be treated.
Integrity	Students of the Westford Public Schools will demonstrate INTEGRITY. They will do the right thing, even when no one is watching. They will show good character. They will be honest, fair, and humble. They will exercise their best effort and judgment in all activities in which they participate and will set goals that promote positive academic, social, and personal development.
Teamwork	Students of the Westford Public Schools will demonstrate TEAMWORK. They will encourage others to do their best. They will listen to the ideas of others, while also sharing their ideas to ensure the best end product. They will show empathy, considering another person’s situation, feelings, or motives before speaking or taking action. They will compromise when necessary. They will behave in a manner that allows all others to enjoy a safe, positive learning community.

SCHOOLS

WESTFORD PUBLIC SCHOOLS

GRADES 3-5 ELEMENTARY SCHOOLS – CONTINUED

COVID-19 Remote Learning

All grade 3-5 teachers and staff showed tremendous dedication and hard work when making the sudden transition to remote learning in March.

ABBOT SCHOOL

Curriculum and Instruction

The PTO sponsored several enrichment programs, activities, and fundraisers such as Wingmasters, Plimoth Plantation Wampanoag Classroom Visit, and traveling programs from the Museum of Science and Acton Discovery Museum.

On October 29, 2019, the Abbot School welcomed children's author Sherry Cerino. Mrs. Cerino introduced a discussion about diversity, disability, acceptance, and inclusion. During grade-level assemblies, Mrs. Cerino, read her book *Ella & the All-Stars* and promoted children's acceptance of differences as they form their earliest friendships.

In December, all students participated in an Hour of Code, a global effort to show students that computer science can be fun, understandable, and enjoyable for all. This event was enhanced by the numerous parent volunteers who shared their passion and expertise in the field of computer science.

On March 4, over 200 students participated in the annual STEM Fair showcasing incredible science and engineering projects.

Grade-level teachers continued to implement performance assessments in their science units. Performance assessments help teachers to see how their students understand and apply knowledge, and provide opportunities for additional learning experiences.

Professional Development

Throughout the year, Abbot teachers participated in a book study of Jennifer Seravallo's book *Understanding Texts & Readers*. Staff engaged in lively discussions focused on helping students make progress toward improving reading skills.

Classroom teachers participated in several professional development experiences to become more familiar with the new social studies standards and develop new curriculum units aligned with the updated frameworks. Teachers attended a workshop presented by author Kathy Swan. Curriculum coordinators helped to facilitate subsequent professional development to develop and plan high-quality lessons and share instructional strategies.

Student Support Services staff participated in the first year of professional development to create a trauma-sensitive classroom. We look forward to expanding this professional development to all staff members in the 2020-2021 school year.

Community Initiatives and Service

Guest readers were invited to read a book during American Education Week in November. In addition to our special guest readers, Abbot students and teachers celebrated by collecting books for the Reach Out and Read Program at Boston Children's Hospital, and parents were asked to write about their school memories to be displayed during parent conferences.

SCHOOLS

WESTFORD PUBLIC SCHOOLS

GRADES 3-5 ELEMENTARY SCHOOLS — CONTINUED

A Veterans Day assembly was held on November 7. Special guest Major Kristin Hort, an Abbot School parent, shared her experience in the United States Air Force and how the core values she learned there are closely aligned to the core values of SPIRIT at Abbot School. The fifth-grade band performed patriotic songs and students paid tribute to our military heroes.

Abbot School staff participated in the GI Go Jeans for Troops program assisting all members of the military community. In addition, Abbot students and staff demonstrated their compassion for others by initiating and promoting a variety of collections for worthy causes including LaCoste Strong, Catie's Closet, and Books for Brighter Bahamas.

The Abbot School community came together for the Race for Education on November 27. Students walked, raced, danced, hula hooped, jumped rope, and even made inspirational posters during this special event. The Abbot community raised \$8,804.09 from this event to fund enrichment programs and mini-grants for classrooms.

Clubs and Activities

Abbot School parents and staff offered a variety of club opportunities, including Authors Club, Environmental Club, Book Club, Board Game Club, Handball Club, STEM Fair Club, Yearbook Club, and Newspaper Club.

Staff and students celebrated Bus Safety Week in October by providing special treats to bus drivers and writing thank-you notes to drivers. We showed our bus safety spirit with a yellow and black spirit day and made posters showing bus safety rules. Mrs. McDermott and Mrs. Jerzylo also enjoyed a ride on the buses with students to and from school.

The second annual Holiday Sing-Along was held on December 20, 2019 to celebrate the traditional and diverse variety of winter songs of the season.

Social Emotional and Wellness Initiatives

During the week of September 23-27, the Abbot School joined the Sandy Hook Promise organization and schools across the country in celebrating "Start With Hello" week. This was a fun week promoting a culture of inclusion that values each individual at our school. With the simple theme "Start With Hello!," this program encouraged students to make a difference with their peers. They took small but powerful actions to promote connectedness and inclusion and to identify and help lonely students who are showing signs of social isolation.

During the week of January 27, our school community participated in the Great Kindness Challenge. Student announcers read quotes related to kindness each day. Student Council painted Kindness Rocks and placed them around the building for students to find and keep or find and replace for someone else to enjoy. Mrs. McDermott and Mrs. Jerzylo joined classrooms as "guest readers" to read and discuss a book about kindness.

Abbot School celebrated its second Annual Winter Walk to School Day on February 5, sponsored by Safe Routes to School. Students and staff came together at the J. V. Fletcher Library and walked to Abbot School during this heartwarming community-building event.

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WESTFORD PUBLIC SCHOOLS

GRADES 3-5 ELEMENTARY SCHOOLS — CONTINUED

CRISAFULLI SCHOOL

Curriculum and Instruction

Crisafulli added a Coding Class and Innovation Lab as a trimester rotation for students. The curriculum is exploring STEM and the application of STEM teachings within the “real world.”

Two fifth grade teachers were awarded a Reflex Math Grant to utilize the Reflex Math Fluency software within their classrooms. They have found that students’ math fact fluency has increased and the students look forward to logging in. It was an innovative way to utilize technology to increase student engagement and achievement in the acquisition of their math facts.

During two curriculum meetings with the grades 3-5 English Language Arts Curriculum Coordinator, the Crisafulli staff worked on Writing from Sources, which focused on various strategies to develop and enhance student writing. The staff had the opportunity to look at student writing, discuss writing data from a variety of sources, and learn strategies to use in their classrooms.

“Reading Buddy” Programs

The students in the six grade 4 classrooms at the Crisafulli School experienced another great year as reading buddies with the students in the five Grade 1 classrooms at the Robinson School as part of our sister-school Book Buddy program. The students look forward to their monthly visits with their buddies and enjoy sharing their love of reading with one another.

Turkey Trot Fundraiser

The Turkey Trot fundraiser took place on November 27, 2019 at the Crisafulli School. We enjoyed our annual event by walking around the field and perimeter of the building. Students also had the opportunity to participate in other fun activities such as hula hooping, dancing, and cooperative games in the free-choice areas. As a school community, we “trotted” to celebrate our efforts as we raised funds for our school. It was a terrific team-building day! The funds raised during this event support technology (Chromebooks, iPads, etc.), enrichment programs, field trips, and special events.

The Great Kindness Challenge

During the week of January 27, 2020, the Crisafulli School community participated in “The Great Kindness Challenge.” Students and staff were encouraged to perform a special act of kindness each day, such as writing a note to a teacher, bus driver, or cafe staff member. The school enjoyed three kindness-themed spirit days as students and staff heard quotes of kindness each day by guest readers during morning announcements. The week wrapped up by displaying a kindness chain that each classroom created to show an act of kindness.

Clubs and Activities

The Crisafulli staff offered a variety of club opportunities including Student Council, STEM Fair Club, and Garden Club. Westford Academy students provided mentoring to Crisafulli students every Tuesday afternoon through the Ghosts & Goblins program. Our grade 5 play, *The Reluctant Dragon*, was performed virtually and shared within Google Classrooms.

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WESTFORD PUBLIC SCHOOLS

GRADES 3-5 ELEMENTARY SCHOOLS – CONTINUED

The Student Council had a successful compassion project in December, collecting canned goods for the Westford Food Pantry. They worked on kindness projects throughout the year, which included the creation of the “Gratitude Jars.” Each student had the opportunity to share something they are grateful for and they were announced during morning announcements.

The Garden Club was a huge success during its second year. The students helped to harvest the fall crops, planted herbs in classrooms, created classroom composting bottles with worms, and looked forward to planting in the raised beds, which was put off due to COVID-19. They are planning to plant fruit trees outside the classroom wing during the 2020-2021 school year.

Social Emotional and Wellness Initiatives

This year students were recognized for showing their SPIRIT and positive behaviors through a new schoolwide code of conduct. Students who were observed to be demonstrating their school SPIRIT – Safety, Perseverance, Inclusion, Respect, Integrity, Teamwork – received a SPIRIT Coupon and a positive call home. Principal. Kennelly and Assistant Principal Boylan visited classrooms throughout the year teaching mindfulness lessons such as “5, 4, 3, 2, 1,” Gratitude Wheel, and “What’s your Word?”

The Crisafulli School celebrated its Annual Winter Walk and Roll to School Day on February 5, sponsored by Safe Routes to School. Students and staff took laps around Crisafulli to simulate the experience of walking to school. This community-building event promoted safety, fitness, and an alternate form of transportation.

During the school closure, the Crisafulli Wellness teacher collaborated with district colleagues to create a virtual field day. During the week of June 1, students had the opportunity to participate in a variety of field day-like activities such as a dance party, movement for 20 minutes (walking, biking, jump roping, etc.), shoe stacking, acts of kindness, scavenger hunts, and coin or bottle flipping. Many students participated and shared their field day experiences by sharing videos and pictures. A fun week during a challenging time!

Professional Development

Teachers across the Special Education, Guidance, and IA teams from across the district participated in a series of professional development sessions to learn and understand the impact of trauma on children and learning. The staff learned what trauma is and how it affects the developing brain of young children. They had the opportunity to have two breakout sessions with Pete Hall and have smaller group sessions within buildings during district-level half-day professional development days. The staff learned how to identify trigger behaviors, create a safety plan for students experiencing trauma, and develop strategies to utilize within classrooms to improve self-regulation and focus for students experiencing trauma. One other area to be explored in the future is the importance of self-care for our staff who support students experiencing trauma.

Across the district the K-5 teachers participated in professional development focusing on the implementation of the new History and Social Science Standards. The staff had the opportunity to hear from John Lee and Kathy Swan to learn how to teach through inquiry

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GRADES 3-5 ELEMENTARY SCHOOLS – CONTINUED

by using the Inquiry Design Model. This work was also supported throughout the year by the K-5 Curriculum Coordinators.

DAY SCHOOL

Social Emotional Learning and Wellness

In September, the school hosted Third Grade Fun Day to welcome our new students.

Thanks to the hard work of guidance counselor Mrs. Sampson, with support from several other staff members, the Day School's new Zen Den is up and running. This calm space for sensory and emotional regulation offers a place for students to rest, relax, or refocus as needed.

Julia Borger Green (student support teacher) and Trish Sampson (guidance counselor) were trained in Yoga4Classrooms and have started to incorporate various breathing and stretching activities for students in the Zen Den and in classrooms. Additionally, Mrs. Sampson also started a Day School Guidance blog.

The school held monthly COBRA Councils (schoolwide assemblies) and grade-level assemblies led by guidance counselors and administration to foster social-emotional strategies and wellbeing. During COBRA Councils, the staff presented SPIRIT Certificates to students. These awards recognized outstanding behavior and support the district's initiative to have common core values in all the elementary schools.

October 4 was International Walk and Roll to School Day, and Day School students and staff walked or rode bikes from Blanchard Middle School to Day School at the start of the day.

On January 14, Day School sponsored the NED Show, a character education program reminding students to Never give up, Encourage others, and Do their best.

Day School's physical education and wellness teacher Erin Claycomb worked with college students from MIT's ATHack Program to design and work towards building a ball launcher in an effort to provide adequate PE equipment for all students.

The Day School was able to rotate lunch and recess times for classes each term in order to support children getting to know their peers in other classes.

When students returned from winter break, they were greeted at lunch time with Fun Facts about the Principal Aides decorating the cafeteria bulletin board. Principal Aides worked hard to share interesting information about themselves on the board and utilized a ticket system to recognize positive behavior. These tickets could be used at the monthly pop-up school store.

School Safety

Administration worked with the Crisis Management Team as well as Westford's Police and Fire Departments to update the school's emergency protocols and create Crisis Binders.

Fundraisers and Donations

Day School received approval from the Board of Health to pilot a "No Thank You" table in our cafeteria. It began in October and continued through February. A total of 1,142

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GRADES 3-5 ELEMENTARY SCHOOLS — CONTINUED

approved items were donated to the Westford Food Pantry. The Principal Aides were instrumental in overseeing the success of this program.

The school's PTO helped to organize the Boosterthon Fun Run fundraiser, which raised over \$20,000. The run was held on November 12, and the funds raised supported not only the arts and enrichment programs for students, but also an author visit, teacher grants, curriculum supplies, and additional supplies for school specialists. Through this fundraiser, the PTO was also able to purchase new soccer nets and a base for the Gaga Pit for all students to enjoy.

In November, Library Media Specialist Kira McGann ran the Follett Book Fair at the school to support the library.

During the Thanksgiving holiday, families donated hundreds of nonperishable items for the Westford Food Pantry. Thank you to our wellness teacher Erin Claycomb for making this service project such a fun tradition for Day School students.

Student Senate made cards for veterans and children in local hospitals. They also made Valentine's Day cards and goodie bags for all school staff members. They partnered with Mrs. Carpenter to decorate a tree for Westford's annual Festival of Trees. This year's tree theme celebrated reading and our love of books.

In December, the school participated in the For the Love of Erika Toy Drive and collected over 100 toys. These were delivered to local hospitals, shelters, and the Massachusetts Department of Children and Families.

Mr. Gibson's fourth grade class organized a service learning project to collect books for a school in need. The class held the book drive to benefit the Lawrence Family Development Charter School.

Teaching and Learning

Amanda Lapham and Allison Bates facilitated Highway to Spell, a professional development series consisting of 10 sessions to educate and support colleagues with phonics and basic language instruction. Additionally, many staff members received professional development to support Social Emotional Learning and create trauma-sensitive classrooms.

Day School piloted Project Lead the Way, an innovative science, technology and engineering curriculum that provided opportunities for students to engage in problem-solving, critical and creative thinking, collaboration, and communication. In the pilot year, students participated in three technology curriculums: Programming Patterns (grade 3), Input/Output: Computer Systems (grade 4), and Robotics and Automation (grade 5).

Day School's PTO sponsored enrichment programs for each grade level. These included Top Secret Science (Magnetism) and Animal Adaptations for grade 3, Wingmasters for grade 4, and the Museum of Science StarLab for grade 5.

On March 2, the Day School held its STEM Fair. Students presented thoughtful scientific inquiry questions and engineering design projects. Jason Fligg and Katie Mantineo facilitated a STEM Fair Club to help students prepare for the fair.

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WESTFORD PUBLIC SCHOOLS

GRADES 3-5 ELEMENTARY SCHOOLS — CONTINUED

Extracurricular and Enrichment Opportunities

The school offered a variety of fun after-school clubs for students this year, including a poetry club, STEM club, 5th grade math club, board game club, book club, chorus, and Ghosts & Goblins partnering with Westford Academy.

In September, grade 4 classes and administration planted flowers in the courtyard.

Musical talents were showcased in several concerts throughout the year. The school had a Chorus Concert in December, Band & Strings Concert in January, and a Virtual Band Recital in May.

In January, the Day School hosted its second annual Scripps Spelling Bee and crowned fifth grade student Aaditya Akare champion.

Community Partnerships and Celebrations

The school partnered with Fresh Start Gardens to offer opportunities for students to plant and harvest vegetables in the school garden. These crops were served to students by the Day School cafeteria staff in a variety of dishes.

The PTO hosted many events throughout the year, including a monthly school store, a Holiday Shop, various movie nights, the annual Miller/Day Halloween Dance, a Diwali celebration and potluck, and a Lunar New Year celebration.

In the fall and early winter, the school partnered with three Westford resident volunteers who helped in the office and the classrooms.

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GRADES 6-8 MIDDLE SCHOOLS

Westford Public Schools include two of the top-performing middle schools in the state of Massachusetts. Designed to support the unique needs of young adolescents, the Blanchard and Stony Brook Schools provide a rich educational experience to students in grades six, seven, and eight. Consistent with best practices in middle school, students are placed on interdisciplinary teams to create smaller communities where students are well-known by multiple adults. Educator collaboration is at the heart of the Westford middle school model, as teachers meet regularly to plan instruction and team activities to build spirit and community.

Timothy Hislop
Blanchard Principal

Christopher Chew
Stony Brook Principal

English Language Arts, mathematics, science, and social studies instruction is aligned to the Massachusetts Curriculum Frameworks. The academic curriculum is enhanced by a variety of world languages and integrated arts courses that support the whole child. French, German, Latin, and Spanish are offered at all grade levels as well as reading and English language development for English learners. The program of studies also includes health and physical education, visual and performing arts, and STEM (science, technology, engineering, and mathematics). Opportunities to participate in ensemble groups, including band, orchestra, and chorus, are also built into the schedule. Supports such as reading and math intervention and academic coaching are available to any student in need of additional assistance with academics. During a daily advisory block, students are able to meet with teachers individually and in small groups, access school resources such as the library and labs, collaborate on projects, or participate in team activities.

Partnership between school and home is emphasized at both schools. Multiple means of communication are utilized to encourage family engagement in learning. The principals send weekly school newsletters via email that are also posted and made accessible via the school websites. In addition to annual parent conference and curriculum nights, teaching teams and counselors designate time for weekly parent meetings.

The teachers and administration at the Blanchard and Stony Brook Schools work closely with the grades 6-12 curriculum coordinators to promote consistency in the learning experiences offered to all middle school students in Westford. Professional development activities during the 2019–2020 school year shared a common theme of exploring trauma-invested strategies to support all students. Throughout the year, staff collaborated with nationally recognized educator and presenter Pete Hall, co-author of *Fostering Resilient Learners: Strategies for Creating a Trauma-Sensitive Classroom*. Collaboration during monthly curriculum meetings and early release days focused on reflecting on and implementing many of the strategies across the content areas. When the school buildings were suddenly closed in March 2020, the focus of our collaboration shifted to creating remote learning opportunities for our students and developing flexible ways for students and teachers to continue communication and maintain the positive relationships that had been developed during the year.

In the spring, middle school administration collaborated with principals at the Abbot, Crisafulli, and Day elementary schools to re-imagine what transition opportunities could look like in light of the building closures in March. Rather than in-person visits, virtual video introductions and tours were created for fifth grade students to get a peek inside

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WESTFORD PUBLIC SCHOOLS

GRADES 6-8 MIDDLE SCHOOLS — CONTINUED

Stony Brook and Blanchard as well as to hear from the many teachers with whom they might be working in the fall. Additionally, all our year-end culminating activities needed to be reimagined. Both middle schools held virtual celebrations to recognize the outgoing eighth grade students and found creative ways for students and families to bring closure to the year with wave-by parades.

LLOYD G. BLANCHARD MIDDLE SCHOOL

The mission of the Lloyd G. Blanchard Middle School is to provide a safe educational environment where the whole child is empowered to achieve academic and personal excellence through a team approach. The Blanchard School Improvement Plan is aligned to this mission and guides efforts to continuously improve teaching and student learning. The goals for the 2019-2020 school year focused on three major areas: supporting students' diverse social-emotional and academic needs, enhancing the transition from elementary to middle school, and cultivating a school environment characterized by safety and respect for differences. The Blanchard School Advisory Council was co-chaired by principal Tim Hislop and parent representative Scott Park. Michelle Beauregard, student support teacher, joined as a staff representative and Sandra Habe served as a community representative. Students were represented by Caroline Mahony.

An expansion of the integrated arts programming for 2019-2020, a new course called S.T.R.I.D.E. (Strategies, Time Management, Readiness, Initiate, Develop, Evaluate) was offered to all students in grade six, seven, and eight. The curriculum focused on developing essential skills for success across content areas in middle school and beyond. The Student Center was also implemented in the fall and available to any student in need of additional social-emotional support in the school environment.

A variety of academic and exploratory activities promote Blanchard's core values of Respect, Opportunity, Cooperation, Kindness, and Service. Student groups including Student Council and Peer Leaders led projects that benefited local organizations and charities such as For the Love of Erika, CityReach, Blanket the Valley, and the Westford Food Pantry. The Blanchard Honored Citizens program recognized 60 individual students for positive contributions to their classrooms, teams, and school in special assemblies over the course of the year.

A World of Difference student representatives served as peer mentors and led school-wide anti-bias activities. The Blanchard Student Success Squad, comprised of sixth, seventh, and eighth graders, provided students with a vehicle to improve students' overall school experience. Guided by the school's vision for Challenge Success, the group worked with administration and counselors to promote a student-centered culture through team-building and community events. Mrs. Lawton's class applied academic, social, and vocational skills during student-led Garden Cafes throughout the year.

Blanchard offered over 30 well-attended extracurricular and sports activities representing a wide range of student interests, including yoga, gaming, art, diversity, and inclusion. The Blanchard Messenger, featuring original writing and artwork, was published by students each trimester. Blanchard Theatre Arts performed *Fiddler on the Roof* and held the annual Blanchard's Got Talent show in the fall. The National Geographic Bee and math teams competed at the regional and state levels. Several Blanchard instrumental and

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WESTFORD PUBLIC SCHOOLS

GRADES 6-8 MIDDLE SCHOOLS — CONTINUED

vocal students were selected to perform at the highly competitive Eastern District Music Festival. Students also represented Blanchard at the All-State Treble Chorus.

Blanchard's fifth annual Middle School Completion and Achievement Ceremony was held virtually in June to celebrate the eighth grade class. Embracing multiple forms of success, the program featured recognitions for outstanding achievement, effort, leadership, and community involvement. The program also included heartfelt personal messages from staff wishing students well in their transition to high school.

STONY BROOK SCHOOL

The 2019-2020 Stony Brook School Improvement Plan goals focused on three major areas: continuing our focus to support overall student wellbeing and academic engagement by establishing Stony Brook as a trauma-invested learning environment for all students; expanding opportunities across grade levels to create a more cohesive overall school-wide community; and increasing student efficacy in recognizing the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world as they act and model in ways that are safe, legal, and ethical (International Society for Technology in Education Digital Citizenship Standard, 2017). The Stony Brook School Advisory Council was co-chaired by Dr. Christopher Chew and parent representative Kelly Doonan. Parent membership also included Kristi Bates, Nichole Janowsky, Prajakta Kale, and Pooja Krishnamurthy. Michele Dulciewski, Mary Larkin, and Meridith Sweet served as the teacher representatives. Lynne Stader served as the Stony Brook community representative.

Project-based learning opportunities continued to grow at Stony Brook during the 2019-2020 school year. In the fall of 2019, roughly 240 sixth, seventh, and eighth grade students at Stony Brook School launched their learning by participating in the Mission 14 Student Spaceflight Experiments Program. Students worked in competitive groups to design an experiment to be sent into space. A team of sixth grade students from Stony Brook School sent seeds into space to germinate onboard the International Space Station. Their experiment, "How Does Brassica Napus (rapeseed) Germinate in Microgravity?," was designed to yield data on how microgravity affects the germination of this particular seed. Their winning experiment proposal was selected as one of 33 scientific experiments designed by students from the U.S., Canada, and Brazil that were conducted by astronauts during the experiment's six-week stay on the space station, as part of the Student Spaceflight Experiments Program.

Our year-end celebrations were conducted virtually for the first time due to the building closures. Stony Brook hosted a YouTube Premiere event for our Eighth Grade Celebration so that all our families and students could access the presentation at the same time and share the experience of watching it together. The teachers did a wonderful job recording their award presentations and celebrating the students. Additionally, we were able to record a farewell message to all of our eighth grade students. The celebration included 172 awards presented by staff to students being recognized for individual academic achievements and/or their positive contributions to our school climate by consistently exemplifying the Stony Brook core values of Perseverance, Respect, Integrity, Dedication, and Excellence (P.R.I.D.E.). Additionally, the presentation included listing the names of 72% of the entire eighth grade class for receiving honors

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WESTFORD PUBLIC SCHOOLS

GRADES 6-8 MIDDLE SCHOOLS — CONTINUED

recognition: 86 students were recognized as receiving a Gold Presidential Academic Award for maintaining high honors throughout the year and 65 students receiving the Silver Presidential Academic Award for maintaining at least honors for all three terms. With 151 of the 208 eighth graders maintaining honors level grades throughout their last year of middle school, it speaks well for their work ethic and is consistent with the high-performance Stony Brook students have achieved on state assessments and district benchmarks. Finally, an additional award was created last spring to recognize 25 of the eighth-grade students for their exceptional achievement during our initial exploration into remote learning.

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GRADES 9-12 WESTFORD ACADEMY

The school year 2019-2020 was very different from any other school year in Westford Academy's long history. On March 13, 2020 the Westford Public School System was forced to close all nine schools and the preschool due to a pandemic. The pandemic paused the entire world. Our entire existence changed. People were made to stay home, to self-quarantine for 14 days if they suffered a fever, chills, a cough, or tightness of the chest. The pandemic took over 100,000 lives as of June 30, 2020. Teaching and learning at Westford Academy went to a remote learning platform. Teachers used Google Classroom to send out an assignment on Monday mornings by 8:00 a.m. and teachers would provide feedback to their students within a week's time. Students were only provided a credit or no credit for third- and fourth-quarter grades. A student's GPA for the school year 2019-2020 was based on the mid-year average. Remote learning began on March 13 with "choice boards" (students were able to select an assignment), transitioning to full remote learning as of April 6. The school year ended on June 16.

James Antonelli
Principal

All end-of-year award ceremonies were virtual, using Google Meet or Zoom. All senior activities were canceled (including the class trip to Walt Disney World in Florida) and graduation was postponed until August 7, 2020. While all our seniors were very disappointed about the end of their senior year, most stayed positive and looked forward to life "post pandemic" and to their future endeavors.

Westford Academy continues to be recognized as one of the top-performing high schools in the state of Massachusetts. *Boston Magazine* ranked Westford Academy as one of the top 50 high schools in Massachusetts. Westford Academy also continues to be recognized by *U.S. News and World Report* as one of the best high schools in the country. Ninety-eight percent of the graduates attend two- or four-year colleges or universities, and several students plan to enlist in the armed forces or to take a gap year. Westford Academy students continue to perform very well on the statewide MCAS (Massachusetts Comprehensive Assessment System) exams boasting a high percentage of students that reach Proficient and Advanced status. Westford Academy also performs well on the SAT, ACT, and Advanced Placement assessments. In the 2019-2020 school year, hundreds of students participated in taking one or more Advanced Placement exams.

Westford Academy's students, faculty, and parent community continued the journey to support the social and emotional needs of students at the high school. The pressures from everyday life continue to cause major levels of stress and anxiety for our students. Principals at every level have noticed this increased anxiety and are taking steps to address this epidemic. The Challenge Success Program continues to be embraced by many in the Westford Public Schools community, however there is more work to do. Pressures regarding college acceptance is becoming more prevalent and the competition to be better than the next student is daunting. As a faculty and staff, we are looking at a variety of factors that impact a student's life and ways to implement changes that can reduce stress while still building resiliency. Our professional development continued to focus on the social and emotional needs of our students, and we have taken action to begin educating our parents about what it means to have a "well-balanced child." This work will continue for years to come as we continue to see mounting pressures on students and families in the community of Westford.

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GRADES 9-12 WESTFORD ACADEMY — CONTINUED

The School to Careers program provided students with rich opportunities to explore their interests and find majors and careers that will match their talents and lead to career satisfaction. The Career Exploration Breakfast gave over 800 sophomores and juniors the chance to meet with two professionals in careers of interest to learn more about their paths to success. We are grateful to the more than 70 speakers who gave their time to come in and meet with our students and share their stories. Unfortunately, the Junior Job Shadow day in May had to be canceled due to the pandemic. Over 400 students in the junior class lost out on this most valuable experience.

In addition, the spring Senior Capstone Program was cancelled for all seniors. The Capstone Program is a wonderful opportunity for senior students to explore a variety of learning opportunities beyond the classroom. However, due to Covid-19, seniors were unable to participate. Normally, from early April to mid-May each year, we send off more than 400 seniors to serve in internships in the Westford community and beyond. Students work in a variety of settings to learn about many different occupations. Some students find the perfect fit and a trajectory for their future, while others find out that the work they did in the spring of their senior year is not the right fit and they then pursue other opportunities or majors when moving on beyond graduation. We appreciate all the support from our local businesses, schools, hospitals, etc. that support the internships. It is a fantastic opportunity for our seniors. All of us are thankful to guidance counselors Susan Lynch and Heidi Hider for their leadership and stewardship of this program. We are hopeful to run the program again in the spring of 2021.

Graduation was also postponed due to the pandemic. After several meetings with the class officers and the class advisors we settled on a date in August for graduation.

Westford Academy had co-valedictorians for the school year 2019-2020. Grace Pu and Isabella Xu earned the distinction of valedictorian for the class of 2020.

Tracy McLaughlin, Grace's guidance counselor, shares the following about Grace:

Grace Pu is a brilliant young woman with many facets and layers. She is an exceptionally talented student who has continuously challenged herself with the most rigorous curriculum available. Grace is a National Merit Finalist and has been a frequent recipient of our annual departmental awards given by the faculty of each department to a student who has demonstrated the best overall mastery in their subject. Grace has earned a perfect score on the four Advanced Placement exams from her WA classes and also on the two AP exams from additional classes taken outside of WA. Grace is also a talented violinist who has risen up the ranks of the elite Boston youth symphonies. She has volunteered at local hospitals, schools, senior centers and her church. Grace has also been involved in many activities at WA including the Science Club, DECA, Junior State of America, and HOSA, where her team placed fourth in the national competition in the area of medical law and ethics. Next year, Grace will attend the Massachusetts Institute of Technology. We are all excited to hear about her future adventures and accomplishments.

Mrs. Wendy Pechacek says the following about Isabella Xu:

Inventive, creative, tenacious, enthusiastic, and gifted are the first words that come to mind when I think of Isabella Xu. Throughout her high school career, I have

SCHOOLS

WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY — CONTINUED

watched Isabella set lofty goals for herself both in and out of the classroom and then surpass those goals, in a seemingly effortless fashion....Isabella is an AP Scholar with Distinction, and Isabella has maximized her educational opportunities at Westford Academy. She plans to pursue a major in biology with an eye towards a career in medicine. She also loves the field of psychology and plans to pursue research opportunities focusing on mental health disorders or degenerative diseases of the brain. A talented artist, Isabella hopes to find a way to incorporate creativity into her future as well.

As Isabella explains, “My interest in the medical field and art have led to the development of a desire to study the human figure in both an artistic and scientific sense which I plan on doing in college through interdisciplinary coursework.”

Finally, Mrs. Pechacek shares the following about Isabella, “A natural leader, over the years Isabella served as vice-president of HOSA, vice-president of the National Honor Society, and treasurer of the WA Marching Band and Symphonic Band. We wish her all the best as she joins the undergraduate community of Washington University in St. Louis next fall.”

Best of luck to two of the best and brightest from Westford Academy!

This year’s graduation speaker, Emily Blagg, said the following:

All our lives, everybody has always told us you go to school to learn, to prepare yourself for life. And it’s pretty much true, if I were to sum up our educational careers in a few phrases. But there is no scale or unit of measurement I can use to quantify all that we have learned in these past four years and the eight that preceded them....So for all that I have learned from you, and we have learned from each other, thank you. Now with all of this knowledge and preparation for life outside of high school, I challenge you all and I challenge myself to use our capabilities for the greater good. Serve others: lend our time, spread our love, and invest our energy in passions and projects worthy of our talents in order to impact our world for the better. In turn, I hope nothing short of happiness and fulfillment for us all in the unknown future that quickly approaches.

This year’s senior class president, Matthew Wasylyshyn, provided some closing thoughts to the Class of 2020.

So, it turns out we picked an auspicious day. Because on August 7, 1782, George Washington created the Order of the Purple Heart, the nation’s very first military award. In 1957, the U.S. Senate passed the first federal civil rights legislation. On this day in 1976, the Viking 1 spacecraft found signs of life on Mars. And in 2020, the Westford Academy seniors finally graduated!...In closing, I want to tell you it has been a privilege to be your class president for the last four years. It took me a while to find the perfect quote for today. I finally found one by an author with a last name I had to practice pronouncing because it’s really long and has no vowels, kind of like mine. The Russian writer Dostoevsky said, “And even if we are occupied by important things....If we attain to honor, or fall into great misfortune... still, let us remember how good it was once, here when we were all together united by a good and kind feeling.”

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GRADES 9-12 WESTFORD ACADEMY — CONTINUED

The Westford Academy Trustees continue to support graduating seniors by providing over \$120,000 scholarships each spring. In addition to these scholarships, the Trustees provide books for our National Honor Society graduating seniors, Academic Excellence awards at graduation, as well as Class Most Worthy Representative Awards. We thank the Westford Academy Trustees for their continued support of Westford Academy.

Recipients for the Class Most Worthy Representative were the following:

Freshman Class of 2023

Jaxson Jozokos

Aria Chambers

Sophomore Class of 2022

Sydney Harding

Kiani Barnard-Pratt

Junior Class Of 2021

Connor Fitzgerald

Abigail Rosenthal-Pitts

Senior Class of 2020

Elle Whitehead

Elizabeth MacKenzie

In closing, the Westford Academy School community hopes to be back in the fall of 2020 utilizing the brick and mortar facility. The pandemic has caused all schools to consider a variety of ways to educate students for the school year 2020-2021. Option one: All students and staff return to school. Option two: A hybrid model of some sort, part in school, part remote learning. Option three: Fully remote learning using a more synchronous approach for curriculum, instruction, and assessment. Medical professionals have been working feverishly to find a vaccine for this most horrific virus. A possible vaccine may be available before the end of 2020 or shortly after the New Year. Everyone remains hopeful for this vaccine and for life to return to the new normal.

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GRADES 9-12 WESTFORD ACADEMY — CLASS OF 2020

Matthew Acabbo	Schuyler Cady	Lauren Dougherty
Aditya Agrawal	Reena Caplan	Samantha Dougherty
Samiul Akbor	Justin Carlyle	Thomas Douglas
John Alfano	Colin Carney	Ryan Durgin
Brian Alibrandi	Gerald Casale	Lasya Dutta
Auws Alzayady	Jaramie Cataldo	Ariana Dvir
Christopher Amato	Anushka Chadha	John Eddy
Skyler Anderson	Lucas Chamberlin	Julia Egan
Maria Apostle	Jamie Cheng	Kevin Egan
Natalie Arakelian	Noah Cherry	Lauren Egan
Bret Aucoin	Amanda Chevalier	Lauren Elkins
Andrew Awada	Jessica Chevalier	Elizabeth Engdahl
Matthew Awada	Trisha Chittu	Victoria Enis
Mya Barber-Mingo	Taisya Cimini	Mariah Fadjo
Jake Barisano	Anna Clay	Maxwell Fadjo
Emma Barnes	Amelia Cohen	Bryce Fan
Samantha Barry	Kathryn Cook	Nicholas Faretra
Sarah Barstow	Ryan Cormier	Ian Faulkner
Adam Batchelder	Aidan Couillard	Gabriel Fernandez
Olivia Beatty	Ryan Crann	Jason Fitzgerald
Peter Beck	Shane Cressman	Kiley Flanagan
Conor Bellone	Devin Crogan	Shannon Fletcher
Julia Berg	Matthew Curran	Miles Foster
Nagavagni Bhagavathula	Jenna Cuzziere	Nathaniel Foster
Akshay Bhat	Joel D'Aquino	Shelly Fradkin
Emily Blagg	Celine Dang	Amanda Franco
Christopher Blaszak	Julie Dang	Brianna Frankfort
Emily Blatt	Oliver Davey	Justin Friel
Maia Bolko	Alexis Dean	Trevor Furness
Silas Bollen	Kristin Delaney	Catherine Gallant
Max Bombardieri	Brian DeMille	Olivia Genna
Brian Bonczek	Nathaniel DeNatale	Cole Gesin
Heather Bortolussi	Jeffrey Deng	Daniel Giannasca
Shreya Bose	Chaitali Deshmukh	Avery Gillett
Evan Bourget	Kavya Desikan	Alexandria Giovino
Joshua Bowden	Domenic DiGiovine	Julia Giuggio
Daniel Bowman	Alison Dillon	Robert Goldbaum
Christopher Brady	Grace Dillon	Savan Goli
Dylan Breen	Luke Dillon	Lance Gopen
Julia Brennan	Carlos Dion	Mukul Gore
Neil Brown	Gabriella Dion	Jessica Gould
Colleen Browne	Brooke Ditcham	Alyssa Graffeo
Shaylin Bruder	Quinn Dolan	Nicholas Green
Jason Bunyon	Katharine Dominici	Caitlin Greene
Camryn Buonacore	Joshua Donaruma	Benjamin Greenwood
Caroline Burke	Olivia Donahue	Christian Grenier
Noam Burstein	Liam Doolin	Elmira Grigoryan

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GRADES 9-12 WESTFORD ACADEMY — CLASS OF 2020 — CONTINUED

Jacob Gross	Joseph Klostermann	Pressly Mead
Samantha Gruber	Daniel Kogan	Christina Mehlhorn
Aaditya Gupta	Neha Kotagiri	Derek Men
Aastha Gupta	Ella Krikorian	Ethan Mendes
Ishan Gupta	Lexi Krzywicki	Lea Mezzanotte
Cole Gurley	Alyson Labonte	Amanda Misch
Brianna Gurney	Madeline Laliberte	Elisabeth Moffett
Abigail Hall	Jack Lamy	Jacob Moore
Emma Hanrahan	Owen Langlois	Lindsey Moore
Jared Hansen	Harrison Laushine	Matthew Moore
Christian Hatke	Jamie Laushine	David Morey
John Healy	Zachary Lawrence	Alec Morgan
Kevin Henderson	Andrew Lefebvre	Daniel Morrison
Katherine Hendl	Ashley Lefebvre	Declan Morse
Peyton Henriksen	Brooke Leonard	Kayla Moses
Isabella Hillman	Julia Lepoer	Shreyas Mosurkal
Paige Hoague	Joshua Lin	Philip Mrozinski
Benjamin Holahan	Jessica Liu	Sujosh Mukherjee
Nicholas Holm	Colin Loesch	Amanda Murphy
Phillip Holmes	Emily Longtin	Samantha Musante
Cassandra Horrigan	Willem Lorette	Prisha Naduthota
Nicholas Howard	Allie Lu	Joseph Nagle
Laurel Humphrey	Isabelle Lunsford	Nicole Nightingale
Ryan Humphrey	Justin Ly-Em	Elaina Nigro
Garrett Jacobsmeier	Caleb Macey	Ian Njihia
Anish Jain	PadmaRiha Machireddy	Timothy Nolan
Alex Jefferson	Elizabeth MacKenzie	Jack Norris
Anika Jha	Jack Mahony	Caroline Norton
Sophie Jiang	Kara Mammola	Mahija Nukala
Eric Johnson	Isabella Marino	Caeli O'Brien
Lindsey Johnson	Daniel Marshall	Rohin O'Connor
Sydney Jones	Ryan McAuley	Ronan O'Connor
Mahi Kandage	Ian McCarthy	Breila O'Malley
Raghav Kare	Irene McCarthy	Nicole O'Neil
Mahvir Karim	Timothy McCarthy	Grace O'Sullivan
Tera Keang	Zoe McCarthy	Claudia Oakleaf
Matthew Keefer	Colin McGinn	Adam Ohanian
Michael Kenney	Sean McGurn	AnneMarie Okuhara
Joshua Kersley	Alicia McKenna	Cameron Pacifico
Sonia Khamitkar	Meaghan McKenna	Geraldine Paglia
Leo Kiefer	Jennifer McLaughlin	Anthony Pappalardo
Samantha Killian	William McNamara	John Pappas
Erin Killpartrick	Owen McNeil	Zachary Parent
Joren Kilsdonk	Tristan McPartland	Neil Patel
Emil Kinnane Oesterman	Shannon McPhee	Vaidehi Patel
Arnab Kirtania	Benjamin McQuinn	Arjun Patil
Alexa Klamka	Mackenzie Mead	Kishen Patil

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WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY — CLASS OF 2020 — CONTINUED

Surya Patil	Zara Sarkar	Elizabeth Underhill
Sharon Patta	Corey Sawyer	Haya Usmani
Michael Paulauskas	Brian Scannell	Meghana Vadassery
Laurene Perez-Adler	Dennis Scannell	Soumya Vadicharla
Mia Perron	Gabriella Scannell	Meghna Vasiraju
Paul Perruzzi	Kurt Schlehr	John Vassiliou
Joseph Peterson	Kathryn Schmaltz	Jocelyn Vienneau
Robert Philpot	Nathan Schmidt	Pradhyum Vikram
Collin Pickersgill	Sarah Schneller	Megan Wagner
Lisette Piedrahita	Olivia Secontine	Amara Wahlquist
Eva Plankey	Audrey Sequeira	Allison Wakefield
Megha Polavarapu	Jacob Severance	Nathan Wakefield
Faith Post	Hannah Seyffert	Peter Waldron
Kevin Preiss	Arjun Shah	Alexandra Walter
Mia Previte	Claire Shea	Alvin Wang
Isabella Princi	Mikayla Shelgren	Caroline Wang
Michael Pristin	Benjamin Sherry	Jason Ward
Maeve Proulx	Shivali Shrivastava	Erika Ware
Grace Pu	Jonathan Shui	Matthew Wasylyshyn
Kyle Pugatch	Angad Sidhu	KellyAnne Weisenbloom
Anshu Punreddy	Michael Simpson	Dylan Welch
Aryah Purandare	Shelly Singhal	Thomas Welham
Ayush Purandare	Timothy Slattery	Kenneth West
Nicholas Quattrocchi	Isabel Smith	Hanna Westerheim
Abigail Quinlan	Claire Song	Siri Westerheim
Justin Quinton	Parvathy Sreekanth	Eleanor Whitehead
Kevin Quirk	Angelina St Paul	Katherine Whitmore
Robert Raboin	Nicholas Steigerwald	Alex Whitney
Katarina Rainovic	Sarah Stevens	Alexa Wilson
Tamara Randolph	Chloe Stone	Kyle Wizst
Shivangi Ranjan	Kayla Stone	Jamie Wolpert
Nolan Ratte	John Strickland	Nathan Wong
Brady Reddington	Liam Sullivan	Bryce Woodard
Michael Reeve	Rory Sullivan	Michael Wooldridge
Ryan Reid	Olivia Swaida	Jonathan Wu
Zachary Roberts	Ethan Tang	Brian Xiang
Scott Robey	Dhakshinya Thangavel	Jerry Xiang
Elizabeth Robinson	Davin Theng	Lucy Xiao
Melchizedek Robinson	Caroline Tierney	Yu Xiao
Joshua Rosenstein	Aidan Timlin	Yiwen Xiong
Jenna Rosette	Isabella Tortora	Isabella Xu
Timothy Rosson	David Towers	Jerry Xu
Matthew Ryan	Benjamin Trantanella	Gray Yao
Nisha Sabnis	Stephen Tubianosa	Timothy Ye
Sambit Sahoo	Mason Tuomala	Jacob Zegowitz
Jeanine Salameh	Carrie Turcott	Alex Zhang
Audrija Sarkar	Roland Ullrich	Kevin Zhu

TAX COLLECTOR-TREASURER

Tax Collection Information

The current year collection rate is 98.1%. Uncollected balances are pursued through tax liens and eventual foreclosure through land court. Seven properties are being processed for foreclosure in land court as of the end of FY 2020. Five to ten new properties will be added in FY 2021. We had 21 tax deferrals totaling \$429,285 and 39 tax titles totaling \$560,877 on June 30, 2020.

Christine Collins
Tax Collector-Treasurer

What is a tax deferral? Tax deferral is a program that provides a way for low income and senior taxpayers to defer the payment of local real estate taxes until a property is sold, or the owner passes away. Some restrictions apply, and if the property has a mortgage, permission must be granted by the lender. For more information about tax deferral or exemptions for seniors and veterans, and to see if you would qualify, please contact the Assessors' office.

Please Help Us Go Green!

The Tax Collector-Treasurer's office is using City Hall Systems for our online bill pay provider. Users who set up an account with City Hall gain access to emailed delivery of their tax bills. This is also known as E-billing. Printing and mailing tax bills costs over \$25,000 per year! If your mortgage company pays your tax bill, won't you consider E-billing? You can help us *go green* by signing up today at: epay.cityhallsystems.com/selection.

Tax bills can be looked up on the town's website, westfordma.gov. Look for the "Pay and Look Up Bills" button on the home page and follow the instructions.

Phone number: 978-692-5506 Hours: 8 a.m. to 4 p.m. Monday through Friday.

Town Collector-Treasurer, Christine Collins can be reached at 978-399-2526 or by email at ccollins@westfordma.gov.

Debt Information

Westford's debt payments come from several sources: Community Preservation funds, Water Enterprise funds, General Fund appropriation, and Debt Exclusions. Debt exclusions accounted for \$2.96 million raised and contributed to 59¢ on the tax rate in FY 2020 after offsets.

Long Term Bonds issued in FY 2020 for the following amounts and projects:

Description	Amt. Borrowed	Project Status
Fletcher Fire Station #2	\$800,000	Complete
School Windows	\$435,000	Complete
Roadway Bond #1	\$765,000	Complete
Roudenbush Renovation	\$6,945,000	Complete
Groton & Dunstable Rd. Water	\$475,000	Complete
Vine Brook Water Betterment	\$850,000	Complete

Bond Anticipation Notes outstanding on 6/30/2020 for the following projects:

Description	Amt. Borrowed	Project Status
Abbott School Roof	\$2,291,000	Close to complete
Street Light Project	\$413,000	Complete
Prospect Hill Water Tank	\$3,027,000	Close to complete
Roadway Improvements	\$500,000	Started
Town Farm Road Water Tank	\$200,000	Started

TAX COLLECTOR-TREASURER – CONTINUED

The June 2020 Annual Town Meeting authorized borrowing for the following projects:

Project Descriptions	Amount Authorized	Funding Source
Access Controls Schools	\$570,000	General Fund
Radios – School Buildings	\$110,000	General Fund
Kirsi Circle Water Mains	\$1,830,000	Water Enterprise

Note: Amounts borrowed reflect the actual principal repayment required for each project after considering any premiums received at closing.

The Tax Collector-Treasurer’s office has three full-time staff members: Christine Collins, Town Collector-Treasurer; Patricia Studer, Assistant Treasurer; and Sheila Finegan, Assistant Tax Collector. Our part-time clerical staff position was vacated and not replaced due to a hiring freeze instituted as a result of budget constraints caused by the pandemic.

Please see the following pages for collection information, debt service payment detail, and loan balance summary information.

TAX COLLECTOR-TREASURER—CONTINUED

YEAR	7/1/19	+	-	+	-			6/30/20
	Balance	Commitments	Abate-ments	Refunds	Collections	Deferred & Tax Title	Adj*	Balance
REAL ESTATE								
2020	-	80,419,926	(348,534)	257,054	(78,726,124)	(97,226)		1,505,096
2019	843,720	-		10,813	(674,640)	(51,846)	38	128,085
2018	105,139		(131)		(43,632)	(52,022)		9,354
2017	7,888		(504)	504	(447)			7,441
2016	6,536							6,536
2015	1,209							1,209
TOTAL	120,772	80,419,926	(349,169)	268,371	(79,444,843)	(201,094)	38	1,657,721
EXCISE								
2020		3,484,886	(39,915)	18,671	(3,095,469)		26	368,199
2019	222,532	386,491	(34,778)	28,996	(564,641)		2	38,602
2018	29,800		(8,846)	8,846	(12,824)			16,976
2017	12,134		(12,332)	12,332	(2,785)			9,349
2016	5,119				(257)			4,862
2015	7,839		(41)	41	(192)			7,647
2014	6,593		(103)	103	(200)			6,393
Prior	29,080				(158)			28,922
TOTAL	83,703	3,871,378	(96,015)	68,988	(3,676,526)	-	28	480,950
PERSONAL PROPERTY								
2020	-	1,482,148	(23,025)	5,687	(1,432,353)		6	32,462
2019	21,046				(7,044)		0	14,002
2018	11,369				(271)			11,098
2017	10,035				(135)			9,900
2016	3,880		(10,400)	10,400	(41)			3,839
2015	1,358			24				1,382
2014	294							294
2013	164							164
2012	52							52
Prior	159							159
TOTAL	27,311	-	(10,400)	10,424	(7,491)	-	0	26,888
COMMUNITY PRESERVATION ACT								
2020		2,013,035	(25,205)	9,991	(1,953,234)			44,587
2019	27,040				(23,608)		(1)	3,431
2018	2,646		(4)		(1,043)	(1,396)		203
2017	197				(41)			156
2016	129							129
2015	28							28
TOTAL	3,000	-	(4)	-	(24,691)	(1,396)	(1)	516

*Adjustments = parcel corrections made before actual tax file is generated & small write offs.

TAX COLLECTOR-TREASURER—CONTINUED

Long Term Debt Inside the Debt Limit	Outstanding 7/1/19	+ New Debt Issued	- Retirements	= Outstanding 6/30/20	Interest Paid in FY2020
Buildings	16,105,000	7,745,000	1,330,000	22,520,000	636,069
Departmental Equipment	989,275	0	159,275	830,000	44,368
School Buildings	11,865,000	0	2,770,000	9,095,000	538,970
School - All Other	0			-	
Sewer	465,000	0	50,000	415,000	28,481
Solid Waste	0			-	
Other Inside	6,623,725	765,000	555,725	6,833,000	302,793
SUB - TOTAL Inside	36,048,000	8,510,000	4,865,000	39,693,000	1,550,681

Long Term Debt Outside the Debt Limit	Outstanding 7/1/19	+ New Debt Issued	- Retirements	= Outstanding 6/30/20	Interest Paid in FY2020
Airport	0			-	
Gas/Electric Utility	0			-	
Hospital	0			-	
School Buildings	3,095,00	435,000	1,425,000	2,105,000	104,122
Sewer	0			-	
Solid Waste	0			-	
Water	7,055,163	1,325,000	1,146,557	7,233,606	148,952
Other Outside	4,014	0	4,014	-	110
SUB - TOTAL Outside	10,154,177	1,760,000	2,575,571	9,338,606	253,184
TOTAL Long Term Debt	46,202,177	10,270,000	7,440,571	49,031,606	1,803,865

TAX COLLECTOR-TREASURER—CONTINUED

Short Term Debt	Outstanding 7/1/19	+ Issued	- Retired	= Outstanding 6/30/20	Interest Paid in FY2020
RANs Revenue Anticipation				-	
BANs-Bond Anticipation:					
Buildings	8,500,000	0	8,500,000	-	94,382
School Buildings	3,465,000	0	1,174,000	2,291,000	86,828
Sewer	0	0	0	-	0
Water	5,200,000	200,000	2,173,000	3,227,000	73,977
Other BANs	1,345,000	500,000	932,000	913,000	31,259
SANs-State Grant Anticipation	0			-	
FANs-Federal Gr Anticipation	0			-	
Other Short Term Debt	0			-	
TOTAL Short Term Debt	18,510,000	700,000	12,779,000	6,431,000	286,447
GRAND TOTAL All Debt	61,579,902	10,970,000	20,219,571	55,462,606	2,090,312

Authorized and Unissued Debt					
Purpose	Date of Vote	Article Number	Amount Authorized	- Issued - Retired - Rescinded	= Unissued 6/30/20
School Remodeling	3/22/14	11	4,101,750	3,200,000	901,750
Center Fire Station	3/28/15	8	11,772,200	11,500,000	272,200
Prospect Hill Water Tank	3/24/17	7	3,200,000	3,200,000	0
Roudenbush Rehab	3/24/17	9	7,012,612	7,000,000	12,612
Abbot School Roof	3/24/18	10	3,016,442	2,300,000	716,442
Vine Brook Water System	3/24/18	12	1,820,000	1,500,000	320,000
Road Bonds	3/23/19	3	500,000	500,000	0
Town Farm Rd. Water Tank	3/23/19	3	1,200,000	200,000	1,000,000
Kirsi Circle	6/20/20	3	1,830,000	-	1,830,000
Access Controls-School Bldgs	6/20/20	3	570,000		570,000
Radios - School Bldgs	6/20/20	3	110,000		110,000
					3,223,004
SUB-TOTAL from additional sheet(s)					0
TOTAL Authorized and Unissued Debt					3,223,004

TAX COLLECTOR-TREASURER—CONTINUED

Long Term Debt Inside the Debt Limit Report by Issuance	Outstanding 7/1/19	+New Debt Issued	- Retirements	= Outstanding 6/30/20	Interest Paid in FY2020
Abbot Boiler #1	30,000	0	10,000	20,000	600
Abbot Elevator	180,000	0	45,000	135,000	3,600
Adams Land Lowell Rd	4,090,000	0	205,000	3,885,000	132,091
Dispatch Center	920,000	0	55,000	865,000	20,713
Dump Truck	95,000	0	20,000	75,000	1,900
Elementary School Construction	5,830,000	0	1,360,000	4,470,000	271,125
Fire Truck	270,000	0	55,000	215,000	5,400
Fire Truck Eng #4	564,275	0	64,275	500,000	35,868
Fletcher Fire Station #1	9,900,000	0	290,000	9,610,000	305,000
Fletcher Fire Station #2	0	800,000	0	800,000	12,013
Highway Garage Refunding	2,020,000	0	500,000	1,520,000	40,400
Main St. Reconstruction - GF	1,895,000	0	190,000	1,705,000	115,849
Middle School Construction	5,550,000	0	1,300,000	4,250,000	258,145
Plain Rd. Sidewalk	510,725	0	55,725	455,000	31,251
Police Base Radio	60,000	0	20,000	40,000	1,200
Roadway Bond #1	0	765,000	80,000	685,000	17,723
Roudenbush Bldg Renov CPC	0	6,250,500	180,000	6,070,500	101,937
Roudenbush Bldg Renov GF	0	694,500	20,000	674,500	11,326
Senior Center Refunding	2,120,000	0	190,000	1,930,000	76,100
Town Hall CPC Share- Refunding	492,350	0	40,850	451,500	29,489
Town Hall GF Share- Refunding	652,650	0	54,150	598,500	39,090
Stepinski Land Refunding	128,000	0	25,000	103,000	5,880
WA Bleachers	275,000	0	55,000	220,000	5,500
WA Waste Water Upgrade	465,000	0	50,000	415,000	28,481
TOTAL	36,048,000	8,510,000	4,865,000	39,693,000	1,550,681

TAX COLLECTOR-TREASURER—CONTINUED

Long Term Debt Outside the Debt Limit Report by Issuance	Outstanding 7/1/19	+ New Debt Issued -	Retirements	=Outstanding 6/30/20	Interest Paid in FY2020
Academy Refunding 1	1,295,000	0	1,295,000	-	51,800
Contract 1 Water Share	47,457	0	3,535	43,922.14	914
Contract 1 Gen Fund Share	496,862	0	37,010	459,851.35	9,567
Contract 2 Water	672,674	0	50,106	622,567.30	12,952
Filtration Plant 2	2,940,000	0	700,000	2,240,000.00	36,059
Filtration Plant 1	305,000	0	150,000	155,000.00	2,361
Rte 40 Water Main Revised	146,170	0	10,906	135,264.88	2,814
Water Sys Imprv Art 21 3/12	405,000	0	25,000	380,000.00	10,225
Water Sys Imprv Art 7 10/11	1,120,000	0	70,000	1,050,000.00	28,238
Title Five	4,014	0	4,014	-	110
Day & Robinson School Windows	1,800,000	0	100,000	1,700,000.00	40,450
Day & Robinson School Windows	0	435,000	30,000	405,000.00	11,872
Graniteville Rd. Water	360,000	0	20,000	340,000.00	8,090
Pleasant St. Water	450,000	0	25,000	425,000.00	10,113
Byrne Ave Refunding	112,000	0	20,000	92,000.00	5,120
Groton & Dunstable Rd Water Main	0	475,000	35,000	440,000.00	9,245
Vine Brook Water Extension	0	850,000	0	850,000.00	13,255
Total	10,154,177	1,760,000	2,575,571	9,338,605.67	253,184

Short Term Debt Report by Issuance	Outstanding 7/1/19	+ Issued	- Retired	= Outstanding 6/30/20	Interest Paid in FY2020
School Windows	1,165,000	0	1,165,000	-	30,290
Abbot School Roof	2,300,000	0	9,000	2,291,000.00	56,538
Roudenbush Bldg Remodel	7,000,000	0	7,000,000	-	70,778
Prospect Hill Water Tank	3,200,000	0	173,000	3,027,000.00	65,383
Vine Brook Water System	1,500,000	0	1,500,000	-	6,875
Street Lights	500,000	0	87,000	413,000.00	13,298
Roadway Improvements 17	845,000	0	845,000	-	17,961
Groton & Duns Rd Water Impr	500,000	0	500,000	-	1,719
Fletcher Fire Station	1,500,000	0	1,500,000	-	23,604
Town Farm Water Tank	0	200,000	0	200,000.00	0
Roadway Improvements #2	0	500,000	0	500,000.00	0
TOTAL	18,510,000	700,000	12,779,000	6,431,000.00	286,447

TAX POSSESSION SALES COMMITTEE

Apparao Karri was appointed to the Tax Possession Sales Committee (TPSC) and Ryan Donovan was reappointed during FY 2020.

The TPSC suspended regularly scheduled meetings as of January 30, 2018 until such time as meetings are required. One meeting of the TPSC was held during FY 2020. On November 21, 2019 the TPSC met with Apparao Karri to discuss his interest in joining the Committee.

**Donald Costley
Ryan Donovan
David Earl
Joe Foti
William Harman
Apparao Karri
Rose O'Donnell**

The role of the TPSC is to provide care, custody, and control of all land acquired by the Town of Westford under the provisions of [Massachusetts General Laws Chapter 60](#) (Collection of Taxes). The land in the custody of the TPSC is normally acquired by foreclosure in Land Court for nonpayment of taxes. The TPSC may sell and convey such land at public or private sale on terms and conditions as the Committee shall determine. The TPSC is committed to conduct business in an open and transparent manner with the best interest of the town and its residents as its highest priority.

Agendas and meeting locations are available on the town calendar:
westfordma.gov/agendacenter.

The TPSC Rules and Procedures can be found at:
westfordma.gov/372/Tax-Possession-Sale-Committee

At the start of FY 2020, the TPSC had one parcel in its care and custody. The TPSC ended FY 2020 with the same parcel in its care and custody. A listing of inventory in the custody of the TPSC is available on the town website. The direct address is:
westfordma.gov/812/Unofficial-Tax-Possession-List

TAX RELIEF FOR THE ELDERLY AND DISABLED COMMITTEE – T.R.E.A.D.

On November 16, 1998, the Town of Westford voted to accept the provisions of [Chapter 60, Section 3D](#) that establishes an elderly and disabled taxation fund. Taxpayers can make tax deductible donations to the T.R.E.A.D. fund at the Tax Collector's office. Now we can take electronic donations via our online bill pay service. Contact the Tax Collector's office for more information about how to give at 978-399-2526.

**Christine Collins
Nancy Cook
Sandy Collins
Diane Holmes
Patricia Reppucci**

The purpose of the fund is to assist in defraying the real estate taxes of elderly and disabled persons of low income. In Westford, the program is administered through the Council on Aging.

Applications are reviewed by a committee appointed by the Town Manager. State law determines the make-up of the Committee: Tax Collector-Treasurer, a representative from the Board of Assessors, and three members-at-large. Donated funds are in the custody of the town and held in an interest-bearing account specifically designated for T.R.E.A.D.

T.R.E.A.D. awards vary year to year as the funds are dependent upon the generosity of private individuals and businesses. Donations received in FY 2020 totaled \$13,325 and expenditures totaled \$10,000. We helped residents in varying amounts based upon their need.

Qualifications:

- Must own and occupy the property for which taxes are assessed
- Must be 65 years old or older or have a state-recognized disability
- Must file a completed application disclosing exemptions and household income and expenses for all members of the household age 18 or older

This is a wonderful program and helps some of Westford's most vulnerable residents. Thank you to those who contributed to T.R.E.A.D. regularly last year. Your generosity makes a difference.

For information about applying to receive a T.R.E.A.D. award, contact the Council on Aging at 978-692-5523.

TECHNOLOGY DEPARTMENT

FY 2020 began in an orderly fashion with strategic projects going hand in hand with annual tasks such as ‘back to school’ preparation but ended in a rather different situation. Remote working went from being a “nice to have” feature for specific members of staff to being the preferred method of connection for the bulk of the staff in about two weeks. Fortunately, we were already in the process of replacing the previous remote access system and were able to accommodate the changes very quickly.

Mike Wells
Technology Director

Infrastructure and Hardware

Work continued to improve the density and speed of the wireless networks in the lower grade schools with a goal of bringing them up to a standard comparable to that in Westford Academy. In addition, we were able to finally achieve the goal of linking the last of the schools into our own fiber data network, as we completed the link from the Nabnasset School to the Rita Miller School. The underground utilities in the area surrounding the Rita Miller School made it much harder to get the required permissions from conduit owners than usual but we have finally done it. Completion of that link also enables us to roll the new enterprise-wide phone system into that building.

As a result of the Town and School Safety Task Force’s findings, we brought forward a project to renew and extend a VoIP (Voice over Internet Protocol) phone system into all the major municipal and school buildings. For years we have had such a system in the town buildings and school offices, but each school had its own internal phone system, many of which had insufficient handsets and did not meet our objectives for safety in the classrooms. During the winter we created the core of the new system and installed it at the three schools that most urgently needed it. In the spring and early summer, we extended that into three more schools, and plan to complete the remaining three schools during the autumn of 2020. After that, the users from the existing (and now outdated) system will be moved onto the new infrastructure and we will finally have a truly universal phone system in the town and schools.

Another significant change that has yet to play out fully is the decision to give Chromebooks to every district student so that they can work from home part of the time under the new hybrid teaching model. This represents a dramatic shift in scale from our previous “one-to-world” program at Westford Academy, as well as entrusting those devices to much younger students. This process started immediately after the shutdown in March with machines being distributed to students in various grades and will continue into the summer with a machine being made available for every student.

Software

With the introduction of the Stormwater Fee we were required to upgrade the accounting system to the latest version and enable new features for use. This always involves a great deal of training and testing, but those changes have been implemented and the new system is working well. In addition, we helped the School Department change its purchasing process to make better use of the features available in the accounting system and to improve controls.

For internal use we invested more time into configuring our IT Helpdesk system to encompass more functions. We were able to use it to replace an outdated “technical request” system for school faculty members who need new equipment or software, and we made some changes so that we were able to support “out of network” requests for assistance. This was required because of the distributed learning environment that the

TECHNOLOGY DEPARTMENT—CONTINUED

schools adopted in the face of the COVID-19 pandemic, where we are required to accept and respond to calls for assistance with school equipment from parents/guardians.

Other Projects

The threat from hackers has shifted to one largely based around exploiting human vulnerabilities, at least to gain initial access to secure networks and data. We were very pleased that this year we were able to extend the cyber-security training program to all faculty staff, which means that all municipal employees now have access to it. Each year there is a training session with the latest information on threats and tactics, and then tests to make sure that people are staying alert and putting good habits into practice.

And finally, the combined school and town IT departments took a turn hosting the Farmers Market on the Town Common in July 2019, with help from some of the Digital Learning Department staff from the schools. We showed off some of the technology and systems we have available as well as answering questions from parents and interested residents about our role and how we manage technology across the municipality.



At the Farmers Market, from left, Steve Wirch, Caroline Martin, Mike Wells, and Stephanie Gosselin

Staffing for FY 2020

Director – Mike Wells

Applications – Steve Wirch

GIS – Chris Coutu

Systems – Matt Emanouil

Operations – Kate Maguire

Networks – Kevin Murphy (schools)

Tech Coordinator – Gail Anselmetti (schools)

Assistant Technician – Kurt Jeffrey (schools)

Assistant Technician – Chris Jewell (schools)

Technician – Caroline Martin (schools)

Technician – Anne Millerick (schools)

Technician – Carl Poist (schools)

Technician – Tim Wahl (schools)

35 TOWN FARM ROAD TASK FORCE

After a year and a half of work, on November 12, 2019 the 35 Town Farm Road Task Force presented its unanimous recommendations to the Board of Selectmen for the preservation and re-use of the historic Town Farm building.

All of the work and documents related to its work can be found on the 35 Town Farm Road webpage on the town website (westfordma.gov/1229), which member Lynn Cohen has kept meticulously updated.

Overview

On April 23, 2019, the Board of Selectmen approved the charge for the 35 Town Farm Road Task Force:

Using the Evaluation Criteria on pages 8 and 9 of the “Request for Proposals (RFP) Sale of 35 Town Farm Road” from May 2017 the Town Farm Task Force is charged with

- Establishing the best use for the 1837 building at 35 Town Farm Road
- Identifying an individual or corporation who can present a plan to implement this use while preserving the building’s historic and architectural features

The Town Farm Task Force will work closely with

- Assistant Town Manager who oversaw the initial Request for Proposals
- Westford Fire Department
- Historical Commission
- Westford Historical Society
- Westford Housing Authority
- Community Preservation Committee

and with preservationists who have previously restored historic buildings in Westford.

Recommendation for Best Use of the Building

Based on its deliberations, research, and discussions, the Task Force unanimously recommended that the building at 35 Town Farm Road be repurposed for 100% truly affordable senior housing, and to provide a home for the Westford Food Pantry through historic preservation of both the original 1837 building and the 1901 ell.

“Truly affordable” is defined by the Director of Elder Services Jennifer Claro as units to be rented to those who live at “very low (50%) income limits,” namely, at or below the HUD income level criteria of 50% of AMI (Area Median Income), which is \$37,700 for a one-person household and \$43,050 for a two-person household for FY 2020.

Evaluation Process for the Two Proposals

The Task Force held eight public meetings; did extensive research; met with pertinent town staff members, State Representative Jim Arciero, and Don Mills, principal with Mills Whitaker Architects; distributed information and had discussions about the Town Farm at the June 13, 2019 Strategic Planning Retreat; and conducted site walks. Roberta

Ellen Harde
Chair

Roberta McGuire
Vice-Chair

Lynn Cohen
Clerk

Dan Britko
Deputy Fire Chief

Nancy Cook
Council on Aging

Marilyn Day

David Gutbrod
Historical Commission

Scott Hazelton
Board of Selectmen

Diane Hendriks
Pat Louch
George Murray
Robert Waskiewicz

35 TOWN FARM ROAD TASK FORCE—CONTINUED

McGuire attended a meeting of the Community Preservation Committee (CPC) to discuss possible Community Preservation funding for historic preservation and affordable housing and followed up by attending the CPC public input meeting in December 2019.

In addition, the Task Force mailed letters to Town Farm neighbors explaining its charge and intentions and inviting them to our October 2019 meeting to learn more and to give us their input. Though none attended, through the invitation they were made aware of the Task Force's work.

Recommendations for Preserving the Building's Historic and Architectural Features

The Task Force unanimously recommended that the 1837 and 1901 Town Farm buildings be preserved, and that the Selectmen take no action to either demolish these buildings or allow them to be lost by neglect.

The Task Force voted unanimously to have a historic preservation restriction placed on the property as soon as possible. The amended Town Meeting motion authorizing the Selectmen to sell the Town Farm required that a historic preservation restriction be placed on the property before it is sold, but the Task Force saw no reason to wait. Don Mills of Mills Whitaker also supported a historic preservation restriction as soon as possible. Task Force members David Gutbrod, Bob Waskiewicz, and Dan Britko worked to establish what should be included in the preservation restriction.

The 2017 RFP for 35 Town Farm Road included a list of historic architectural elements that must be preserved when the building is re-purposed and the Task Force was directed to include these in its work. The Task Force chose to expand the list. To assist in identifying all the features to be preserved, Alan Chaffee, a Westford resident and photographer, volunteered his time to take over 200 detailed photographs of the interior and exterior, which Marilyn Day compiled into a document. Alan did a similar photographic documentation before the Abbot Mill was converted to apartments. Copies of this photographic documentation will be used by all those working on the preservation of the Town Farm and will be given to the Westford Historical Society and the J. V. Fletcher Library for posterity. It is also on the Task Force's webpage.

Complete List of Task Force Recommendations, All Voted Unanimously

1. Preserving historic elements and integrity, re-purpose both the original 1837 Town Farm building and the 1901 ell as 100% truly affordable senior housing and as a home for the Westford Food Pantry.
2. The Selectmen take no action to either demolish the original 1837 Town Farm building and the 1901 ell or allow these buildings to be lost by neglect.
3. In 2019, issue an RFP seeking an individual or corporation to carry out the Task Force recommendation to re-purpose Town Farm for senior housing and the food pantry.
4. Make the transformation of the Town Farm to affordable senior housing and the food pantry a top priority for Town officials and staff, supported and moved forward on an expedited permitting track by the Selectmen, the Land Use and Permitting Offices, the Board of Health, the Facilities Manager, the Fire Department, and the Housing Authority.

35 TOWN FARM ROAD TASK FORCE—CONTINUED

5. On the north side of the property, include a common driveway for access to the Rogers Fire Station meeting room parking area and for the new senior housing.
6. Initiate the process to increase the size of the Town Farm parcel from the current 29,400 square feet.
7. Maintain the existing septic system until the restoration begins.
8. Demolish the Fire Department storage shed.
9. Work with the Director of Facilities to complete clearing out the buildings, then work with the Economic Development Committee to identify individuals or companies who will rent as-is office space in the building until restoration of the Town Farm begins.
10. Revise the charge to the 35 Town Farm Task Force to allow the members to continue their work with stakeholders through both the RFP process and the renovations to transform the Town Farm to affordable senior housing and a new home for the food pantry. The stakeholders will include but are not limited to the Council on Aging, Westford Food Pantry, Affordable Housing Committee, the Fire Department, Historical Commission, Historical Society, and the Economic Development Committee.

November 2019 Report Conclusion

The town built the brick portion of the Town Farm in 1837 to serve as a “poor-house” for Westford’s most needy residents. By re-purposing the building as the Task Force recommends, Westford will return the building to its original intent. In 2019, truly affordable senior housing will serve one of Westford’s greatest needs. It will also help the town meet goals set out in the Housing Production Plan, adopted by the Selectmen in November 2016, and in the Comprehensive Master Plan. In addition, the town will preserve a property listed on the National Register of Historic Places in 2008 as one of the last remaining town-owned poor farms in Massachusetts.

Progress Since the November 2019 Report

In November 2019 the Selectmen voted to revise the Task Force charter to continue the work of the Task Force to work with stakeholders throughout the RFP process and during the renovations of Town Farm.

The timeline for issuing the RFP in 2019 came and went, and a new goal of late summer 2020 was established.

When a January 2020 meeting with neighbors of 30 Beacon Street elicited much concern about this proposed site serving as the new location of the fire training facility now behind the Town Farm, the Task Force began talks with the Water Commissioners about siting the training facility on a portion of Water Department land at 60 Forge Village Road. A meeting with abutters to the Forge Village Road site was held virtually due to the pandemic. No immediate abutters had concerns. A Memorandum of Understanding between the Fire Department and the Water Department is to be presented to the Selectmen in July 2020.

A meeting with Dan Bush of the Economic Development Committee led to a mutual decision that the Town Farm is not adaptable for rented office space in the time before renovations begin.

35 TOWN FARM ROAD TASK FORCE—CONTINUED

Members of the Task Force cleaned out all the remaining furniture and supplies left in the building when the Recreation Commission moved out. Almost all the contents were repurposed or recycled.

June 2020 Status

With the invaluable work completed by the Task Force, supported by town staff:

- a new fire training facility site has been located
- an expanded lot size has been determined
- a list of historic items to be preserved has been agreed to
- a clear understanding of the affordable housing requirements and food pantry needs has been determined

The way has been cleared to begin work in earnest with Assistant Town Manager Eric Heideman on the Request For Proposals. Vice-Chair Roberta McGuire will lead this effort.

TOWN ACCOUNTANT

The Financial Statements for the Fiscal Year ended June 30, 2020 are herewith submitted.

The data represents a fair and accurate presentation in all material aspects of the Town’s financial position and results of its operations.

The report is based on information recorded using the Uniform Municipal Accounting System (UMAS) of the Massachusetts Department of Revenue.

An audit of the town’s financial records by Melanson, Certified Public Accountants, has been completed and the results are available for public inspection in the office of the Town Accountant.

I would like to thank David Andrus, Elizabeth Turgeon, and Pamela Florek for their dedicated service to the department. The accounting department worked tirelessly to ensure all vendors and employees were paid this year, even while working almost 100% from home from March through June (due to COVID-19). Finally, thank you to all the boards, commissions, committees, and departments for their cooperation during the year.

Jesse Beyer
Town Accountant

David Andrus
*Assistant Town Accountant
Budget & Finance Analyst*

Elizabeth Turgeon
Payroll Administrator

Pamela Florek
Administrative Analyst

TOWN ACCOUNTANT – CONTINUED

Combined Balance Sheet - All Fund Types and Account Groups										
as of June 30, 2020										
(Unaudited)										
		Governmental Fund Types		Capital Projects	Proprietary Fund Types		Fiduciary Fund Types		Account Groups	Totals (Memorandum Only)
	General	Special Revenue			Enterprise	Trust and Agency	Long-term Debt			
ASSETS										
Cash and cash equivalents	16,847,834.06	13,038,001.38		2,670,785.69	6,650,755.81	16,897,639.56				56,105,016.50
Receivables:										
Personal property taxes	73,352.81									73,352.81
Real estate taxes	1,657,723.26	48,534.90								1,706,258.16
Deferred taxes	429,074.46	210.78								429,285.24
Allowance for abatements and exemptions	(1,023,772.12)									(1,023,772.12)
Special assessments	41,586.48				780,225.52					821,812.00
Tax liens	550,194.86	9,686.63								559,881.49
Tax foreclosures	15,169.61				995.31					16,164.92
Motor vehicle excise	480,954.19									480,954.19
User fees										576,129.04
Utility liens added to taxes										315.32
Departmental										808,408.70
Amounts to be provided - payment of bonds									49,031,606.00	49,031,606.00
Total Assets	19,072,117.61	13,096,433.69		2,670,785.69	8,816,829.70	16,897,639.56			49,031,606.00	109,585,412.25

TOWN ACCOUNTANT – CONTINUED

LIABILITIES AND FUND EQUITY									
Liabilities:									
Warrants payable	1,809,868.50	291,531.67		143,544.69		801.79			2,277,999.50
Accrued payroll and withholdings	1,607,506.34	20,283.96		73,562.51		12,493.16			1,713,845.97
Other liabilities	88,745.17								88,745.17
Deferred revenue:									
Real and personal property taxes	707,303.95	48,534.90							755,838.85
Deferred taxes	429,074.46	210.78							429,285.24
Special assessments	41,586.48			780,225.52					821,812.00
Tax liens	550,194.86	9,886.63							559,881.49
Tax foreclosures	15,169.61			995.31					16,164.92
Motor vehicle excise	480,954.19								480,954.19
User fees				576,129.04					576,129.04
Utility liens added to taxes				315.32					315.32
Departmental				808,408.70					808,408.70
Bonds payable									
Notes payable				6,431,000.00					49,031,606.00
Total Liabilities	5,730,401.56	370,247.94		6,463,254.85		13,294.95			6,431,000.00
Fund Equity:									
Reserved for encumbrances	560,536.68			97,718.08					658,254.76
Reserved for expenditures	61,701.86	3,488,458.72		448,092.00					3,998,252.58
Reserved for continuing appropriations	3,206,172.37			378,381.49					3,584,553.86
Reserved for petty cash	5,500.00			100.00					5,600.00
Reserved for snow and ice deficit	(110,460.06)								(110,460.06)
Reserved for COVID-19 deficit		(237,029.88)							(237,029.88)
Reserved for debt service	4,723,567.91								4,723,567.91
Reserved fund balance - CPA		474,061.45							474,061.45
Reserved for endowment						760,141.69			760,141.69
Undesignated fund balance	4,894,697.29	9,000,695.46		(3,792,469.16)		16,124,202.92			26,227,126.51
Unreserved retained earnings				(3,792,469.16)					5,509,357.04
Total Fund Equity	13,341,716.05	12,726,185.75		6,433,648.61		16,884,344.61			45,593,425.86
Total Liabilities and Fund Equity	19,072,117.61	13,096,433.69		8,816,829.70		16,897,639.56			109,585,412.25

TOWN ACCOUNTANT – CONTINUED

FY 2020 Budget Basis - General Fund													Page 1 of 8
DEPARTMENT/Purpose	FY2019 Encumbered & Carried Fwd	ATM 3/19 Budget	STM 10/19 Avl/Transf	ATM 06/20 Budget	Year End		Reserve Fd Transfers	FY2020 Encumbered & Carried Fwd	Closed to Fund Balance				
					Budget	Transfers							
122 SELECTMEN													
Expenses	-	21,993.00	-	-	-	-	-	18,638.00	3,355.00				
Capital	52,357.00	-	353,000.00	-	-	-	-	76,691.00	328,666.00				
123 TOWN MANAGER													
Personal Services	-	432,500.00	-	-	-	-	-	411,498.00	21,002.00				
Expenses	145,385.00	19,885.00	-	-	-	-	-	164,503.00	741.00				
Perchlorate	107,467.00	-	-	55,000.00	-	-	-	102,197.00	60,270.00				
Capital	-	-	-	-	-	-	-	-	-				
131 FINANCE COMMITTEE													
Expenses	-	8,665.00	-	-	-	-	-	8,039.00	626.00				
Reserve Fund	-	150,000.00	-	-	-	-	(50,292.00)	-	99,708.00				
132 FINANCE DIRECTOR													
Personal Services	-	137,175.00	-	-	-	-	-	145,145.00	-				
Expenses	28.00	1,715.00	-	-	-	-	-	1,691.00	52.00				
135 TOWN ACCOUNTANT													
Personal Services	-	272,256.00	-	-	-	-	-	277,566.00	1,588.00				
Expenses	-	44,260.00	-	-	-	-	-	42,094.00	2,166.00				
141 ASSESSORS													
Personal Services	-	281,519.00	-	-	-	-	-	286,635.00	22,787.00				
Expenses	-	92,400.00	-	-	-	-	-	64,292.00	2,640.00				
145 TREASURER/COLLECTOR													
Personal Services	-	252,704.00	-	-	-	-	-	253,904.00	7,666.00				
Expenses	-	45,305.00	-	-	-	-	-	38,858.00	6,447.00				
151 LEGAL SERVICES													
Expenses	7,000.00	190,000.00	-	-	-	-	-	140,603.00	49,397.00				
152 HUMAN RESOURCES													
Personal Services	-	224,215.00	-	-	-	-	-	227,638.00	1.00				
Expenses	620.00	21,145.00	-	-	-	-	-	20,203.00	962.00				
Comp Reserve	-	500,000.00	-	-	-	-	(275,593.00)	430.00	223,977.00				

TOWN ACCOUNTANT—CONTINUED

		FY2019	ATM 3/19	STM 10/19	ATM 06/20	Yr End Budget	Comp Reserve	Reserve Fd Transfers	Expended	FY2020 Encumbered & Carried Fwd Fund Balance	Closed to
	DEPARTMENT/Purpose	Encumbered & Carried Fwd	Budget	Avt/Transf	Budget	Transfers	Reserve				Fund Balance
155	TECHNOLOGY	-	437,063.00	-	-	-	13,801.00	-	450,863.00	-	1.00
	Personal Services Expenses	7,270.00	572,153.00	-	-	117,000.00	-	-	642,604.00	6,045.00	47,774.00
	Capital	408,595.00	-	42,522.00	337,800.00	-	-	-	372,795.00	373,579.00	42,543.00
161	TOWN CLERK	-	264,905.00	-	-	-	2,644.00	-	244,097.00	-	23,452.00
	Personal Services Expenses	-	21,680.00	-	-	-	-	-	17,757.00	-	3,923.00
	Capital	-	-	-	-	-	-	-	-	-	-
170	PERMITTING	-	256,917.00	-	-	-	3,768.00	-	245,589.00	-	15,096.00
	Personal Services Expenses	3,076.00	38,981.00	4,107.00	-	-	-	-	43,157.00	-	3,007.00
171	CONSERVATION COMMISSION	-	88,226.00	-	-	-	3,067.00	-	91,293.00	-	-
	Personal Services Expenses	370.00	6,325.00	-	-	-	-	-	4,984.00	370.00	1,341.00
	Capital	-	-	-	-	-	-	-	-	-	-
175	PLANNING BOARD	-	85,488.00	-	-	-	1,710.00	-	87,198.00	-	-
	Personal Services Expenses	1,385.00	13,660.00	-	-	-	-	-	4,311.00	370.00	10,364.00
	Capital	-	-	-	-	-	-	-	-	-	-
176	ZONING BD OF APPEALS	360.00	2,395.00	-	-	-	-	-	2,580.00	-	175.00
	Personal Services Expenses	-	-	-	-	-	-	-	-	-	-
	Capital	-	-	-	-	-	-	-	-	-	-
192	TOWN HALL	-	43,999.00	-	-	-	792.00	-	43,123.00	-	1,668.00
	Personal Services Expenses	7,901.00	77,090.00	-	-	-	-	-	71,848.00	4,334.00	8,809.00
	Capital	-	-	-	-	-	-	-	-	-	-
199	PUBLIC BUILDINGS	-	95,157.00	-	-	-	1,568.00	-	93,209.00	-	3,516.00
	Personal Services Expenses	550.00	18,625.00	-	-	-	-	-	15,832.00	900.00	2,443.00
	Capital	563,939.00	-	260,000.00	-	-	-	-	355,176.00	468,763.00	-
GENERAL GOVERNMENT		1,306,303.00	4,718,401.00	659,629.00	392,800.00	117,000.00	(213,202.00)	(50,292.00)	5,047,041.00	1,276,391.00	214,407.00

TOWN ACCOUNTANT—CONTINUED

[illegible]

TOWN ACCOUNTANT—CONTINUED

		FY2019	ATM 3/19	STM 10/19	ATM 06/20	Yr End Budget	Comp Reserve	Reserve Fd Transfers	FY2020	Closed to
	DEPARTMENT/Purpose	Encumbered & Carried Fwd	Budget	Air/Transf	Budget	Transfers	Reserve	Transfers	Encumbered & Carried Fwd	Fund Balance
610	LIBRARY	-	-	-	-	-	-	-	-	-
	Personal Services Expenses	-	1,341,407.00	-	-	-	11,145.00	-	1,315,711.00	36,841.00
	Capital	-	358,786.00	-	-	-	-	-	320,494.00	38,292.00
630	RECREATION	-	-	-	-	-	-	-	-	-
	Capital	102,660.00	-	-	-	-	-	-	102,660.00	-
650	PARKS-GROUNDS BLDG MAINT	-	-	-	-	-	-	-	-	-
	Personal Services Expenses	-	224,024.00	-	-	-	-	-	216,149.00	7,875.00
	Capital	-	53,490.00	-	-	-	-	-	38,003.00	15,487.00
660	LAND MANAGEMENT	-	-	-	-	-	-	-	-	-
	Expenses	-	40,500.00	-	-	-	-	-	37,301.00	3,199.00
670	HISTORICAL COMMISSION	5,000.00	16,650.00	-	-	-	-	-	14,644.00	6,992.00
	Capital	-	-	-	-	-	-	-	-	-
CULTURE & RECREATION		107,660.00	2,034,857.00	-	-	-	11,145.00	-	1,942,302.00	108,686.00
710	DEBT SERVICE	-	-	(88,879.00)	-	-	-	-	7,436,167.00	50,759.00
	Expenses	-	7,575,805.00	(88,879.00)	-	-	-	-	7,436,167.00	50,759.00
DEBT SERVICE		-	7,575,805.00	(88,879.00)	-	-	-	-	-	-
940	UNCLASSIFIED	-	-	-	-	-	-	-	-	-
	Direct/Indirect offsets	-	(949,632.00)	-	-	-	-	-	(949,632.00)	-
945	UNCLASSIFIED	-	-	-	-	-	-	-	-	-
	Risk Management	70,000.00	17,969,213.00	-	(335,581.00)	-	-	-	17,504,668.00	27,849.00
990	TRANSFERS TO OTHER FUNDS	-	-	-	-	-	-	-	-	-
	Transfers to Special Re	-	-	-	-	-	-	-	-	-
	Transfers to Capital Projects	-	-	-	-	-	-	-	-	-
	Transfers to Enterprise	-	-	-	-	-	-	-	-	-
	Transfers to Trust	-	1,011,026.00	-	-	-	-	-	572,739.00	(572,739.00)
TOTAL UNCLASSIFIED		70,000.00	18,030,607.00	-	-	-	-	-	1,011,026.00	-
GRAND TOTAL GENERAL FUND		3,812,901.00	109,809,129.00	777,784.00	1,206,245.00	-	-	-	18,138,807.00	(544,890.00)
									3,766,711.00	504,712.00

TOWN ACCOUNTANT – CONTINUED

WATER ENTERPRISE											
FY2019		ATM 3/19		STM 10/19		ATM 06/20		Yr End Budget		FY2020	
Operating:	Encumbered & Carried Fwd	Budget	At/Transf	At/Transf	Budget	Comp Reserve	Reserve Fd Transfers	Transfers	Expend	Encumbered & Carried Fwd	Closed to Fund Balance
Personal Services	-	1,284,233.00	-	-	-	-	-	-	1,165,258.00	-	118,975.00
Expenses	24,026.00	1,578,831.00	-	-	-	-	20,000.00	-	1,409,838.00	89,392.00	123,627.00
Reserve Fund	-	250,000.00	-	-	-	-	(20,000.00)	-	-	-	230,000.00
Debt	-	1,326,486.00	-	-	-	-	-	-	1,273,351.00	-	53,135.00
Capital	996,640.00	-	202,078.00	-	-	-	-	-	659,817.00	378,381.00	160,520.00
WATER ENTERPRISE TOTAL	1,020,666.00	4,439,550.00	202,078.00	-	-	-	-	-	4,508,264.00	467,773.00	686,257.00
RECREATION ENTERPRISE											
FY2019		ATM 3/19		STM 10/19		ATM 06/20		Yr End Budget		FY2020	
Operating:	Encumbered & Carried Fwd	Budget	At/Transf	At/Transf	Budget	Comp Reserve	Reserve Fd Transfers	Transfers	Expend	Encumbered & Carried Fwd	Closed to Fund Balance
Personal Services	-	1,186,122.00	-	-	-	-	-	-	926,506.00	-	259,616.00
Expenses	-	264,816.00	-	-	-	-	-	-	207,803.00	-	57,013.00
Capital	-	-	-	-	-	-	-	-	-	-	-
RECREATION ENTERPRISE TOTAL	-	1,450,938.00	-	-	-	-	-	-	1,134,309.00	-	316,629.00
AMBULANCE ENTERPRISE											
FY2019		ATM 3/19		STM 10/19		ATM 06/20		Yr End Budget		FY2020	
Operating:	Encumbered & Carried Fwd	Budget	At/Transf	At/Transf	Budget	Comp Reserve	Reserve Fd Transfers	Transfers	Expend	Encumbered & Carried Fwd	Closed to Fund Balance
Personal Services	-	818,861.00	-	-	-	-	-	-	767,561.00	-	51,300.00
Expenses	3,792.00	607,940.00	-	-	-	-	-	-	594,516.00	8,326.00	8,890.00
Capital	3,110.00	-	-	-	-	-	-	-	3,110.00	-	-
AMBULANCE ENTERPRISE TOTAL	6,902.00	1,426,801.00	-	-	-	-	-	-	1,365,187.00	8,326.00	60,190.00
GRAND TOTAL ALL FUNDS	4,840,469.00	117,126,418.00	979,862.00	1,206,245.00	-	-	-	-	117,949,596.00	4,242,810.00	1,567,788.00

TOWN ACCOUNTANT – CONTINUED

Special Revenue Funds - FY 2020					Page 1 of 3
		Balance		Transfers	Balance
		July 1, 2019	Receipts	Expenditures	In/(Out) June 30, 2020
Fund 250 Federal Grants					
25199527	Cares Act - Covid 19	-	-	96,112.21	- (96,112.21)
25199528	FEMA - Covid 19	-	-	140,917.67	- (140,917.67)
25210215	Bullet Proof Vests OJ-Fed Reim	20,359.05	19,290.40	8,807.20	- 30,842.25
25210249	Police-Traffic Grant FY19	(3,768.56)	6,746.32	2,977.76	- -
25210250	Police-Traffic Grant FY20	-	2,591.04	5,431.59	- (2,840.55)
25510511	BOH-Medical Reserve	6,843.42	15,923.00	15,660.98	- 7,105.44
25510512	BOH- Emerg Prep Coalition	12,298.50	41,365.97	33,810.00	- 19,854.47
25510514	BOH- NAACHO	23,197.64	8,440.94	4,321.41	- 27,317.17
25510522	BOH- FDA Standards	150.70	4,646.09	13,726.82	- (8,930.03)
					-
		59,080.75	99,003.76	321,765.64	- (163,681.13)
Fund 255 School Federal Grants					
301	Sped 94-142 DESE 240 FY19	12,759.95	-	12,585.00	- 174.95
302	Sped 94-142 DESE 240 FY20	-	751,055.00	933,781.38	- (182,726.38)
307	Title IIa DOE 140-ODD	(2,252.00)	2,252.00	-	- -
308	Title IIa DOE 140-EVEN	-	36,586.00	52,282.00	- (15,696.00)
316	Early Childhood DOE 262-EVEN	-	18,276.92	20,551.92	- (2,275.00)
370	SPED Improvement DOE 258	-	800.00	-	- 800.00
		10,507.95	808,969.92	1,019,200.30	- (199,722.43)
Fund 260 State Grants					
26123190	Transport/Rideshare Grant	2,275.20	3,236.10	-	- 5,511.30
26175631	HMP/MVP Planning Grant	-	36,000.00	19,800.00	- 16,200.00
26210209	Police-Pedestrian & Bicycle 19	(1,518.95)	1,518.95	-	- -
26215241	Emerg Med Dispatch FY20 Grant	-	-	6,416.68	- (6,416.68)
26215269	Police 911 Support-FY19	(10,733.96)	10,671.21	-	- (62.75)
26215276	Police 911 Support-FY20	-	23,856.21	53,183.55	- (29,327.34)
26215281	Police 911 Training FY20	-	-	4,483.60	- (4,483.60)
26215299	Police 911 Training FY19	(7,734.05)	8,915.73	1,181.68	- -
26220217	S.A.F.E. -Fire FY17 Grant	2,370.97	-	2,370.97	- -
26220218	S.A.F.E. -Fire FY18 Grant	4,308.00	-	4,308.00	- -
26220219	S.A.F.E. -Fire FY19 Grant	-	4,354.00	1,203.25	- 3,150.75
26220220	S.A.F.E. -Fire FY20 Grant	-	4,565.00	-	- 4,565.00
26291240	Emerg Mgmt Performance	-	-	150.00	- (150.00)
26410413	Eng Stormwater Culverts	-	25,000.00	25,000.00	- -
26410419	Eng-DEP Stormwater	(19,419.09)	56,998.40	44,591.24	- (7,011.93)
26450453	Stony Brook Flow Grant	-	-	30,731.87	- (30,731.87)
26450454	Community Compact STW/IT Grant	-	73,100.00	3,207.40	- 69,892.60
26432432	Recycling SMRP Grant	-	11,700.00	-	- 11,700.00
26510427	BOH DPH Coronavirus	-	20,000.00	7,732.28	- 12,267.72
26510515	Tobacco Control Grant	2,757.96	-	670.00	- 2,087.96
26510526	BOH-Greater Lowell	253.09	-	-	- 253.09
26541541	Elders Affairs-COA Formula	-	40,248.00	35,898.88	- 4,349.12
26541542	Lowell Reg Trans Auth-Van	(7,343.34)	115,292.58	101,126.24	- 6,823.00
26610610	Library Lig-Meg	30,751.71	28,453.85	30,756.15	- 28,449.41
26695695	Cultural Council Grant	7,202.06	7,563.40	6,315.60	- 8,449.86
		3,169.60	471,473.43	379,127.39	- 95,515.64

TOWN ACCOUNTANT – CONTINUED

Special Revenue Funds - FY 2020						Page 2 of 3
		Balance			Transfers	Balance
		July 1, 2019	Receipts	Expenditures	In/(Out)	June 30, 2020
Fund 265 School State Grants						
349	SAFER Grant	-	40,000.00	40,000.00	-	-
		-	40,000.00	40,000.00	-	-
Fund 270 Receipts Reserved						
27145145	Reserved Excess Premiums - Lon	13,232.93	137,756.44	130,492.37	(13,603.53)	6,893.47
27145146	Reserved Excess Premiums - Sho	29,359.56	21,438.75	18,602.00	(32,196.31)	-
27171171	Conservation-Wetlands	39,611.62	5,298.00	1,836.00	-	43,073.62
27491491	Cemetery-Sale of Lots	180,382.46	23,031.43	-	(45,000.00)	158,413.89
		262,586.57	187,524.62	150,930.37	(90,799.84)	208,380.98
Fund 280 Town Revolving Funds						
28122110	Scholarship Fund-Twn Tax	15,373.07	670.09	-	-	16,043.16
28122111	Arts & Technology-Twn Tax	790.68	251.43	-	-	1,042.11
28122122	Town Building Leases 53E1/2	137,448.46	40,046.10	21,029.97	-	156,464.59
28123*	Farmer's Market Revolving 52E1/2	3,775.00	1,450.00	1,095.93	-	4,129.07
28171172	East Boston Camp 53E1/2	157,379.61	27,210.00	17,795.67	-	166,793.94
28179177	Community Gardens 53E1/2	16,681.30	5,895.00	1,373.29	-	21,203.01
28192920	Insurance Recovery-Town	7,710.98	13,021.46	12,984.73	-	7,747.71
28210920	Insurance Recovery-Police	-	50,164.04	21,083.44	-	29,080.60
28294494	Town Forestry Revol 53E1/2	1,075.20	1,440.00	-	-	2,515.20
28432432	Recycling Revolving 53E1/2	11,893.31	10,479.00	7,704.12	-	14,668.19
28510524	BOH-Immuniz/Clinical 53E1/2	108,499.35	80,840.78	54,211.09	-	135,129.04
28540546	Senior Ctr Programs 53E1/2	41,780.57	30,956.24	16,395.25	-	56,341.56
28541543	Elder & Disabled Tax-TREAD	33,755.47	14,183.85	10,000.00	-	37,939.32
28541545	Senior Ctr Fitness Rm 53E1/2	43,164.04	11,542.00	6,835.50	(3,000.00)	44,870.54
28630636	Rec-Field Maint Revol 53E1/2	84,010.71	28,957.61	60,234.83	-	52,733.49
		663,337.75	317,107.60	230,743.82	(3,000.00)	746,701.53
Fund 285 School Revolving Funds						
375	School Building Usage	11,860.47	3,480.50	11,055.30	-	4,285.67
376	School Outside Details	-	30,219.58	30,219.07	-	0.51
378	Sch Extended Day-Elem	71,595.99	85,725.00	72,913.24	-	84,407.75
380	Preschool-Sped (Integrated)	68,587.97	212,728.15	220,486.86	-	60,829.26
381	School Activity Fees	184,870.79	568,528.07	583,381.76	-	170,017.10
382	School Lost Books	4,571.54	1,798.37	61.00	-	6,308.91
384	School Athletic Revolving	98,438.80	419,351.31	437,532.20	-	80,257.91
385	Sch Bus Transportation 53E1/2	201,172.01	413,856.00	496,435.00	-	118,593.01
386	School Parking WA 53E1/2	2,982.04	16,350.00	12,172.43	-	7,159.61
389	Full Day Kindergarten	219,501.66	689,824.00	604,251.88	-	305,073.78
393	School-Tech Fee	30,272.99	7,057.00	22,877.50	-	14,452.49
		893,854.26	2,448,917.98	2,491,386.24	-	851,386.00

TOWN ACCOUNTANT – CONTINUED

Special Revenue Funds - FY 2020						Page 3 of 3
	Balance			Transfers	Balance	
Fund 290 Town Other Spec Rev Funds	July 1, 2019	Receipts	Expenditures	In/(Out)	June 30, 2020	
29122717 Town Wide Sidewalk Gift	81,304.20	-	-	-	81,304.20	
29122719 Disability/Handicap Parking	700.70	102.03	-	-	802.73	
29122913 Newport Improvements	200,000.00	-	-	-	200,000.00	
29122964 Coalition Non-Violence Gift	6,750.04	-	-	-	6,750.04	
29122967 Business Guide Gift	2,000.00	-	-	-	2,000.00	
29123127 MIA Flex Grant	-	3,992.97	3,992.97	-	-	
29152152 BCBS Innovation Award	5,000.00	-	-	-	5,000.00	
29161161 Extended Polling Hours	9,988.05	3,096.00	-	-	13,084.05	
29170971 PWAH Gift	261,014.93	-	46,900.00	-	214,114.93	
29170972 Tadmuck/Rte 110 Gift	13,690.30	-	-	-	13,690.30	
29170974 2 Robbins Rd Sidewalk Gift	35,000.00	134,344.50	-	-	169,344.50	
29170976 2 Robbins Rd Transportation Gift	131,400.00	-	-	-	131,400.00	
29171945 Cons Com Stream Team Equip	274.35	-	-	-	274.35	
29171950 Cons Comm-Gift	1,857.21	-	-	-	1,857.21	
29171953 Cons Comm-Mass Elec Gift	4,311.92	-	-	-	4,311.92	
29175962 Plan Bd Summer Village Insp Gift	11,235.52	-	-	-	11,235.52	
29175965 Plan Bd Summer Village Gift	12,800.00	-	-	-	12,800.00	
29210914 Police Gift Account	-	10,000.00	9,702.00	-	298.00	
29210990 Drug Investigation	15,860.67	1,418.50	6,959.55	-	10,319.62	
29210911 Police K-9 Gift	1,440.86	3,000.00	3,083.17	-	1,357.69	
29220915 Fire Gift Account	-	12,500.00	9,554.00	-	2,946.00	
29410938 Groton/Dunstable Intersection	100,000.00	-	-	-	100,000.00	
29421426 National Grid Paving Gift	-	37,500.00	-	-	37,500.00	
29510973 BOH-Circle Health Gift	8,446.77	-	1,502.38	-	6,944.39	
29510949 BOH-Lowell Comm Ftdn Gift	2,046.00	-	-	-	2,046.00	
29510955 BOH-Health Gift	25,245.58	-	95.00	-	25,150.58	
29510956 BOH-AED Defibrillator Gift	3,082.89	-	-	-	3,082.89	
29510958 BOH-Dental Gift	1,505.31	3,000.00	1,435.00	-	3,070.31	
29540540 COA Friends Gift	12,075.37	24,000.00	19,332.15	-	16,743.22	
29541544 COA Gift	2,462.22	11,936.00	3,684.11	-	10,714.11	
29541547 COA Unmet Transportation Needs Gift	3,750.00	-	3,750.00	-	-	
29543950 Veteran's Gift	3,740.00	2,405.00	-	-	6,145.00	
29610928 Library Job Seekers Network	3,947.85	-	3,947.85	-	-	
29610925 Library Restitution	2,094.56	2,053.61	2,014.75	-	2,133.42	
29610950 Library Memorial Gift	23,955.55	25,086.94	29,409.65	-	19,632.84	
29630131 Basketball Court Resurfacing	20,000.00	-	20,000.00	-	-	
29630132 Forge Pond Beach Phase 1	58,534.50	-	9,000.00	-	49,534.50	
29630965 Recreation Forge/Edward Beach	28,807.61	-	6,000.00	-	22,807.61	
29630950 Recreation Gifts	6,500.00	3,500.00	5,000.00	-	5,000.00	
29691950 Historic Comm Gift	752.00	-	-	-	752.00	
	1,101,574.96	277,935.55	185,362.58	-	1,194,147.93	
Fund 295 School Other SRF						
29231359 WA Trustees Donations	-	-	1,199.70	-	(1,199.70)	
29239350 Sch Reed Living Lab Donation	3,134.10	-	162.20	-	2,971.90	
29239354 Misc School Donations	28,068.44	8,067.42	4,155.81	-	31,980.05	
29239355 WEF Mini Grants	(83.26)	13,504.00	13,208.07	-	212.67	
29239356 School Inventors Fair	152.00	-	-	-	152.00	
29239361 School Scholarship Donations	-	500.00	500.00	-	-	
29239365 Student Space Exploration - Stony Brook	-	24,500.00	24,500.00	-	-	
29241663 Day Playground Donations	29,782.77	-	21,924.69	-	7,858.08	
29302390 School Choice	614,647.19	459,003.00	296,166.35	-	777,483.84	
29302392 Circuit Breaker Sped DOE#520	1,253,205.00	2,335,476.00	1,728,467.00	-	1,860,214.00	
29302394 Special Educ Reserve Fund	108,724.96	19,734.73	-	92,033.79	220,493.48	
	2,037,631.20	2,860,785.15	2,090,283.82	92,033.79	2,900,166.32	
220 School Lunch	651,107.29	1,405,304.38	1,567,635.03	-	488,776.64	
230 Highway Chapter 90	(9,435.19)	1,365,553.59	1,455,372.20	-	(99,253.80)	
240 Community Preservation	6,927,696.32	2,662,092.96	2,985,274.99	-	6,604,514.29	
299 Title V	36,250.61	-	-	(36,250.61)	-	
	7,605,619.03	5,432,950.93	6,008,282.22	(36,250.61)	6,994,037.13	
TOTALS	12,637,362.07	12,944,668.94	12,917,082.38	(38,016.66)	12,626,931.97	

TOWN ACCOUNTANT – CONTINUED

Capital Projects Funds - FY 2020									
Fund 310 - Town		FY 2019	Revenue	BAN	Misc Revenue/		Capital		
Org/Obj	Description	Balance Fwd	Perm Bonds	Premium Paydowns	Gen Fund Paydowns	Expended	Reappro- priations	Premium Transfers	Continued Appropriation
31199199	Roundenbush Rehab 3/17 #9	(6,558,406.28)	6,945,000.00	51,000.00	369.40	305,001.41		16,242.61	149,204.32
31199777	Natl Grid Lights 3/17 #8	(105,598.72)	-	-	53,278.41	60,249.81		861.91	(111,708.21)
31220726	Boston Rd Fire Sta 3/15 #8	(671,777.53)	800,000.00	45,000.00		176,823.82		3,601.35	-
31410739	Eng- Main St Recons 4/16 #7	143,138.47	-	-		14,682.11	(3,731.84)	-	124,724.52
31410746	Eng Master Design 3/13 #16	31,987.13	-	-		21,255.02		-	10,732.11
31410748	Eng-Plain Rd Sidewalk 4/16 #7	8,122.15	-	-		-	(8,122.15)	-	-
31410758	Eng Keyes Recons 3/15 #6	121,678.01	-	-		-	(121,678.01)	-	-
31421776	Roadway Repairs \$845K	(573,757.91)	765,000.00	80,000.00		271,242.09		-	-
31421782	Roadway Repairs \$500K	-	-	-		498,973.38		99.29	(498,874.09)
Total Town Capital		(7,604,614.68)	8,510,000.00	176,000.00	53,647.81	1,348,227.64	(133,532.00)	20,805.16	(325,921.35)
Fund 320 - School		FY 2019	Revenue	BAN	Misc Revenue/		Capital		
Org/Obj	Description	Balance Fwd	Perm Bonds	Premium Paydowns	Gen Fund Paydowns	Expended	Reappro- priations	Premium Transfers	Continued Appropriation
32314770	Robinson/Day Windows 3/14 #11	(470,684.15)	435,000.00	25,000.00	3,431.81	-		7,252.34	-
32300775	MSBA Abbot Roof \$3,016,442	(2,151,292.71)	-	9,000.00	928,924.00	8,270.00		1,328.39	(1,220,310.32)
Total School Capital		(2,621,976.86)	435,000.00	34,000.00	932,355.81	8,270.00	-	8,580.73	(1,220,310.32)
Fund 360 - Water Enterprise		FY 2019	Revenue	BAN	Betterment/ Wtr Ent				
Org/Obj	Description	Balance Fwd	Perm Bonds	Premium Paydowns	Payoffs	Expended	Acct Close Out	Premium Transfers	Continued Appropriation
36450771	Water Tank \$3.2M 3/17 Art#7	(2,111,607.41)	-	13,000.00		221,725.65		13,348.70	(2,146,984.36)
36450778	Water Main Extension \$500K 03/18 #8	(373,333.25)	475,000.00	25,000.00		126,666.75		-	-
36450779	Vine Brook Betterment \$1.82M	(1,446,415.27)	850,000.00	52,596.33	540,753.69	-		3,065.25	-
36450780	Vine Brook Betterment-Paving 10/18 #4	42,282.54	-	-		-	(42,282.54)	-	-
Total Water Enterprise Capital		(3,889,073.39)	1,325,000.00	90,596.33	700,753.69	348,392.40	(42,282.54)	16,413.95	(2,146,984.36)
TOTALS - ALL FUNDS		(14,115,664.93)	10,270,000.00	300,596.33	1,686,757.31	1,704,890.04	(175,814.54)	45,799.84	(3,693,216.03)

TOWN ACCOUNTANT – CONTINUED

		Trust Fund Activity - Fiscal Year 2020						
		Fund		Interest		Transfers	Transfers	Market
		Balance		Income	Expenditures	In	Out	Value Adj
		July 1, 2019	Receipts					
								Balance
								June 30, 2020
Non-Expendable Trusts:								
810 Cemetery Perpetual Care	499,144.50	25,080.00	-	-	-	-	-	524,224.50
Charles Colburn Cem	1,500.00	-	-	-	-	-	-	1,500.00
William Wright Cem	5,000.00	-	-	-	-	-	-	5,000.00
Lyman Wilkins Cem	1,413.11	-	-	-	-	-	-	1,413.11
J.H. Fletcher Cem	1,500.00	-	-	-	-	-	-	1,500.00
Alonzo Reed Cem	1,500.00	-	-	-	-	-	-	1,500.00
Metcalf & Soldiers	1,300.00	-	-	-	-	-	-	1,300.00
Library Book Fund	13,000.00	-	-	-	-	-	-	13,000.00
Library Lecture Fund	30,000.00	-	-	-	-	-	-	30,000.00
Library All Purpose	17,347.58	-	-	-	-	-	-	17,347.58
Library Trustee	61,137.50	-	-	-	-	-	-	61,137.50
Ellen Rainville Educ	84,355.00	-	-	-	-	-	-	84,355.00
Library Benefactors Trust	5,364.00	-	-	-	-	-	-	5,364.00
Whitney Shade Tree	2,500.00	-	-	-	-	-	-	2,500.00
Whitney Education	10,000.00	-	-	-	-	-	-	10,000.00
Total Non Spendable	735,061.69	25,080.00	-	-	-	-	-	760,141.69
Expendable Trusts:								
820 Conservation Fund	304,293.05	-	8,117.84	32,524.17	190,000.00	-	-	469,886.72
Conservation-Salamander	40,239.84	-	1,155.20	-	-	-	-	41,395.04
Cemetery Perpetual Care	12,041.90	-	15,136.76	22.91	-	-	-	27,155.75
Charles Colburn Cem	3,700.11	-	149.27	-	-	-	-	3,849.38
William Wright Cem	5,228.21	-	293.61	-	-	-	-	5,521.82
Lyman Wilkins Cem	4,426.28	-	167.64	-	-	-	-	4,593.92
J.H. Fletcher Cem	3,058.77	-	130.91	-	-	-	-	3,189.68
Alonzo Reed Cem	3,150.76	-	133.49	-	-	-	-	3,284.25
Metcalf & Soldiers	3,536.30	-	138.82	-	-	-	-	3,675.12
Library Book Fund	824.08	-	393.08	798.62	-	-	-	418.54
Library Lecture Fund	2,137.50	-	922.62	-	-	-	-	3,060.12
Library All Purpose	191.07	-	497.46	459.48	-	-	-	229.05
Library Trustee	2,587.35	-	1,809.17	994.41	-	-	-	3,402.11
J.V. Fletcher Library	27,140.47	-	761.44	1,959.89	-	-	-	25,942.02
Ellen Rainville Educ	4,996.66	-	2,537.38	3,584.12	-	-	-	3,949.92
Library Benefactors Trust	78,681.79	-	2,412.76	-	-	-	-	81,094.55
Whitney Shade Tree	18,705.95	-	608.77	-	-	-	-	19,314.72
Whitney Playground	31,943.49	-	1,204.11	-	-	-	-	33,147.60
Affordable Housing Trust	602,451.77	-	17,295.13	-	-	-	-	619,746.90
Capital Stabilization Fund	442,341.87	-	12,698.69	-	-	-	-	455,040.56
Health Stabilization Fund	650,697.24	-	18,680.14	-	-	-	-	669,377.38
Stabilization Fund	5,380,915.56	-	154,474.65	-	-	-	-	5,535,390.21
OPEB Stabilization Fund	5,085,079.40	-	179,421.77	-	1,011,026.00	-	(69,111.05)	6,206,416.12
Water OPEB Stabilization	899,972.61	-	28,607.03	-	30,000.00	(18,586.00)	(19,372.28)	920,621.36
Total Expendable	13,608,342.03	-	447,747.74	40,343.60	1,231,026.00	(18,586.00)	(88,483.33)	15,139,702.84
TOTALS	14,343,403.72	25,080.00	447,747.74	40,343.60	1,231,026.00	(18,586.00)	(88,483.33)	15,899,844.53

TOWN ACCOUNTANT—CONTINUED

Agency Fund Activity - FY 2020				
	Balance			Balance
	July 1, 2019	Additions	Deductions	June 30, 2020
Performance Bonds	590,710.31	18,004.20	179,069.39	429,645.12
Developer Escrow	202,747.45	13,115.37	26,469.64	189,393.18
Rail Tree Hill	5,271.82	-	-	5,271.82
Villanova Drive Deposit	9,294.01	-	-	9,294.01
Cumberland Farm Deposit	3,300.00	-	-	3,300.00
Vose Hill Road	959.39	-	-	959.39
Police-Outside Details	(159,539.89)	1,148,028.80	1,108,189.48	(119,700.57)
License to Carry	8,342.50	18,575.00	18,787.50	8,130.00
Police-Holding Account	6,309.96	20.00	3,530.00	2,799.96
Fire-Outside Details	(3,710.00)	37,150.00	37,940.00	(4,500.00)
Student Activity	376,720.90	1,099,604.73	1,016,418.46	459,907.17
TOTALS	1,040,406.45	2,334,498.10	2,390,404.47	984,500.08
Student Activity-Rita Miller	1,072.05	2,155.93	2,286.02	941.96
Student Activity-Nabnasset	7,879.57	1,903.01	1,637.80	8,144.78
Student Activity-Robinson	494.33	3,486.74	3,731.59	249.48
Student Activity-Abbot	8,684.50	12,479.20	12,108.82	9,054.88
Student Activity-Crisafulli	1,974.71	9,631.22	10,879.90	726.03
Student Activity-Norman Day	6,303.42	7,342.84	8,591.42	5,054.84
Student Activity-Blanchard	12,324.49	44,942.91	44,902.47	12,364.93
Student Activity-Stonybrook	58,415.27	64,105.03	66,718.74	55,801.56
Student Activity-Westford Acad	279,572.56	953,557.85	865,561.70	367,568.71
Total Student Activity	376,720.90	1,099,604.73	1,016,418.46	459,907.17

TOWN AND SCHOOL SAFETY TASK FORCE

The Town and School Safety Task Force (TSSTF) was created on August 28, 2018, in the wake of the Parkland shooting tragedy, to assess the safety of our school and town facilities and make recommendations to bring our safety levels up to best practice.

The Committee recognized early that it needed to look broadly at the risks faced by the town's students, staff, families, and residents and consider wellness beyond physical safety against an intruder. Many residents face threats of domestic violence, addiction, and self-harm, and comprehensive safety required focus on these areas as well.

To perform this work the TSSTF solicited outside expertise both on physical security and threat assessment as well as on wellness.

For the physical security assessment, the TSSTF retained Guidepost, a consultancy with extensive experience in school safety. Working closely with school personnel, public safety leaders, and town staff, a comprehensive assessment was created that highlighted several critical areas:

- emergency communication
- exterior access control to manage access to facilities
- interior access control to manage an intruder event with minimum harm

These recommendations have been addressed by Westford in the following capital appropriations approved at Town Meeting:

- \$108,000 – Special Town Meeting 2019: communication equipment for various schools (Phase 2 of four phones at Abbot, Nabnasset, and Robinson Schools)
 - Phase 1 was completed under a previous allocation for TSSTF
 - Fiber connection to the Miller School was also completed under this initial TSSTF allocation
- \$245,000 – Special Town Meeting 2020: first responder communication upgrade in various schools (Bi-Directional Amplifier at Westford Academy and Nabnasset School)
- \$150,000 – Annual Town Meeting 2020: communication equipment for various schools (Phase 3 of four phones at Crisafulli, Miller, and Stony Brook Schools)
 - Phase 4 is the town phones
- \$570,000 – Annual Town Meeting 2020: exterior access control for all buildings to harden exterior access into the buildings to redo the hard key system
- \$110,000 – Annual Town Meeting 2020: portable two-way radios, to increase and create a secondary means of communication to include the ability to communicate directly with first responders

The emergency communication upgrades are largely complete, the exterior access control is being piloted at Westford Academy, and the interior access control will be the subject of a future appropriation request.

For the wellness assessment, the TSSTF retained Health Management Associates, a consultancy with extensive experience in wellness assessment. Their recommendations have informed the options that the TSSTF will be presenting to the community for consideration.

G. Thomas Clay
Scott Hazelton
Co-Chairs

Emily Gilstrap
Susan Hanly
Jeffrey Hillam
Omar Laurino
Bill Olsen
Denise Pigeon
Jodi Ross
Joe Targ
Valery Young

TOWN AND SCHOOL SAFETY TASK FORCE—CONTINUED

The TSSTF is also considering the recommendations of Guidepost to add three additional School Resource Officers to both provide training in safety and incidence response and early intervention in risky behavior.

Once the TSSTF has received community input, it will make recommendations to the Select Board and School Committee regarding additional programming and staffing to ensure the town is giving the right level of focus and support to wellness in Westford. These recommendations will inform future budgeting decisions for the town.

Other related documents and resources can be found at the Town and School Safety webpage: westfordma.gov/1138/Town-and-School-Safety-Task-Force.

TOWN CLERK

Registrars: Census and Elections

FY 2020 started off benignly and then became a challenging year. As it is a Decennial U.S. Census year, two census forms were mailed to each household, one from the town and one from the federal government.

There was no election in the fall of 2019, which gave the office a chance to prepare for the upcoming presidential election year. Always a very busy and hectic year, the Presidential Primary on March 3 was well-attended and started the calendar year of 2020 off with the first of four elections. Ten days later town offices were closed as COVID-19 reached pandemic proportions in the United States.

The Governor signed into law Chapter 45 of the Acts of 2020, “An Act Granting Authority to Postpone 2020 Municipal Elections in the Commonwealth and Increase Voting Options in Response to the Declaration of Emergency to Respond to COVID-19.” The Annual Town Meeting and the Annual Town Election were moved to June. For the safety of all, the Annual Town Meeting was held outdoors at the Westford Academy Trustees Field, and most of the balloting was done by mail for the Town Election. Those results are reported elsewhere in this report.

We are grateful for the dedication and hard work of our election workers especially during this pandemic. A very special thank-you to all of those who helped with the elections. This includes not only the poll workers but the School Department, the Facilities Department, the Town Hall staff, the Police Department, and the Westford Post Office who went the extra mile to deliver ballots to us in an expedited manner. I couldn’t have done it without all of them and most especially my hardworking staff, Andy, Marilyn, and Alyssa.

This chart shows new and total registered voters for each party and political designation.

Party/Political Designation	Party Code	New Registrations during FY 2020	Total Voters Registered as of 6/30/2020
American Independent	Q	0	7
American Term Limits	BB	1	2
Conservative	A	59	65
Constitution Party	K	0	2
Democrat*	D	142	3,677
Green Party USA	G	0	2
Green-Rainbow	J	0	11
Interdependent 3rd Party	T	0	9
Libertarian*	L	0	45
Mass Independent Party	O	1	10
Pizza Party	AA	0	1
Republican*	R	0	1,942
Socialist	S	1	3
Unenrolled**	U	237	11,309

Patricia Dubey
Town Clerk

Andrew Sherman
Assistant Town Clerk

Alyssa Ingalls
Records Supervisor

Marilyn Frank
Administrative Assistant

TOWN CLERK — CONTINUED

United Independent	CC	0	65
We the People	H	0	3
Total		441	17,094

* **Political Party.** Political parties hold primaries. Voters enrolled in a political party may only vote in their party’s primary. Unenrolled voters and those enrolled in political designations are allowed to participate in the primary of their choosing.

****Unenrolled Voters.** Registered voters who have not selected a political party or designation are called Unenrolled voters. This is often referred to as an “independent” or “unaffiliated” voter.

Extended voter registration sessions are held 20 days before elections and the Annual Town Meeting and 10 days before a Special Town Meeting, usually at the Town Clerk’s office.

Polling places remain as follows:

- Precinct 1 Abbot School, 25 Depot Street
- Precinct 2 Blanchard Middle School, 14 West Street
- Precinct 3 Abbot School, 25 Depot Street
- Precinct 4 Robinson School, 60 Concord Road
- Precinct 5 Stony Brook School, 9 Farmers Way
- Precinct 6 Rita Edwards Miller School, 1 Mitchell Way – off Russells Way

Many thanks go out to school personnel, especially custodians for their hard work in setting up and taking down the polling places and being available while polls are open. We are grateful for police officers who maintain a presence at the polls, to protect the integrity of the election process, a role that is so often taken for granted, because they do it so effortlessly. Election officers work long hours to bring election day to the voters at the polls. Regardless of turnout, they spend the better part of 7.5 hours (working in two shifts) ready to assist voters at all six precincts.

Civic Engagement

Many thanks to the League of Women Voters of Westford. They have taken on the task of banner lettering and hanging before every Town Meeting and election and provided us with “I Voted” stickers that voters wear proudly on election days. Many League members have helped recruit election workers and some members work at the polls. Alongside Town Meeting Forums and Candidates’ Nights, few communities are as lucky as Westford to have such positive energy focused on civic engagement.

Vital Statistics

Vital statistics are reported on a calendar-year basis. The table that follows shows figures over the last decade. The Town Clerk’s office has custody of vital records dating back to 1729, the time of the town’s incorporation. Early records are available on microfilm at the J. V. Fletcher Library.

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Births	144	170	159	157	148	178	139	148	163	145	144
Marriages	53	69	54	68	63	59	81	61	66	62	59
Deaths	153	145	166	162	139	148	166	183	167	176	130

TOWN CLERK — CONTINUED

At the Counter

In addition to issuing certified copies of vital records and dog licenses, the Town Clerk's office is responsible for filing applications and decisions made by the Planning Board and Board of Appeals. The Town Clerk's office works closely with the Permitting office to ensure that information is properly filed and available to the public as soon as possible.

The Town Clerk's office issues several types of licenses that are reported on a fiscal-year basis unless otherwise noted to better reflect revenues. Statistics over the last several years are listed below.

	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Notes
Bulk Stickers	1,954	2,070	2,478	3,193	3,127	4,071	2,610	4,640	
Business Certificates	121	148	138	121	100	149	79	136	
Dogs	2,452	2,513	2,538	2,626	2,615	2,633	2,528	2,349	Calendar year
Flammable Storage Registrations	41	41	41	41	36	35	37	37	Calendar year
Notarizations	578	502	469	743	714	745	593	573	
Raffle Permits	10	8	7	8	8	6	6	8	
Certified Copies of Vital Records	1,180	1,088	1,117	1,276	1,398	1,264	989	1,299	

Board of Selectmen's Annual Licensing

Alongside his duties as Assistant Town Clerk, Andy Sherman provides administrative support to the Board of Selectmen for its annual licensing. The table below shows annual licensing payments that were received for the processing of applications and/or renewals.

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
All Alcohol Club	7	7	7	7	7	7	7	7	7	7	7
All Alcohol Package Store	7	7	7	7	7	7	7	7	7	7	7
All Alcohol Innholder	2	2	2	2	2	2	2	2	2	2	2
All Alcohol Restaurant	15	16	17	21	21	21	21	21	21	18	18
Beer & Wine Package Store	3	3	4	5	5	5	5	5	5	5	5
Beer & Wine Restaurant	1	2	1	1	3	3	3	4	5	5	4
Common Victualler	40	44	44	57	57	58	54	56	57	54	57
Automatic Amusement	198	102	97	90	90	90	90	126	126	136	136
Class I New Car				1	1	1	1	1	1	1	1
Class II Used Car	7	9	9	9	9	10	9	9	9	10	6
Class III Junk Car	1	0	1	1	1	1	1	1	1	0	0

Meetings

Meetings of governmental bodies are open to the public and are handicap accessible. Executive sessions are allowed under the Open Meeting Law for reasons that must be stated in the agenda. Meeting agendas are posted at least 48 hours in advance of meetings.

TOWN CLERK — CONTINUED

on our website: westfordma.gov/agendacenter and at Town Hall in the back vestibule that is always open and accessible to the public. Agendas may be emailed to townclerk@westfordma.gov. Minutes are available online through the Town's Document Management system: westfordma.gov/dms and in the Town Archives at the Town Clerk's office as soon as they are approved by the boards/committees.

Boards and Committees

Civic involvement in Westford is still going strong thanks to the hundreds of residents who volunteer time from their busy lives to help continually improve our wonderful community. Committee membership is printed in the front of this Town Report and is also online at data.westfordma.gov/bc/. Boards and committees are subject to the Open Meeting and Conflict of Interest laws.

Appointment letters, oaths of office, Open Meeting and Conflict of Interest law acknowledgments are all preserved in the Town Clerk's office, carefully tracked by Marilyn Frank. Elected officials have the additional requirement of filing campaign finance forms.

Volunteers

We are greatly indebted to our volunteers who take on time-consuming tasks in order to help us keep up with the workflow. Without them, we would be working nights and weekends to meet our census, dog license processing, election management, and records preservation goals. Special thanks as always to Barbara Murch for her dedication and efforts. Friday mornings would not be the same without Barbara.

TOWN FOREST COMMITTEE

The Town Forest Committee is the town body responsible for managing town forest properties under the care and custody of the Board of Selectmen. The Committee also looks toward acquiring forest lands on behalf of the town. The Town Forest Committee is comprised of three members, each serving three-year terms, appointed by the Town Manager. The Town Forest Committee is currently responsible for managing approximately 270 acres of forest lands scattered throughout Westford. The Committee’s management goals are long-term to actively maintain and enhance forest health, improve wildlife habitat, provide recreational opportunities, and protect both soil and water quality.

Hugh Maguire
Chair

Richard (Chip) Barrett
Tree Warden

James Gozzo
Amanuensis

Martina Gage Forest Active Management

In 2017 the Committee selected the Martina Gage Town Forest parcel along Gage Road as our next active management forestry project. This parcel consists of about 75 acres of mixed hardwoods and softwoods and was donated to the town in 1936 in accordance with the terms of Ms. Gage’s will. We selected John Robbins, Consulting Forester, Massachusetts License #210, to prepare a forest stewardship plan, and after multiple fits and starts, we entered 2019 with a fully approved plan that included both thinning and removal of some storm-downed trees that had been blocking the trail network. A contract was awarded to Blanchflower Logging, Inc., of Leominster, a small family-owned business, to do the thinning. Neighbors had expressed much concern about potential damage to the Gage Road surface, so the contract with Blanchflower made them responsible for any damages caused by the thinning operation. The thinning was successfully completed in September 2019 and the before-and-after photographs of Gage Road showed no damage from the operation.

We encourage the public to walk the forest and observe the regeneration process. A quiet forest stroll is an appropriate activity to get some exercise during the COVID-19 pandemic.

Thanks

The Committee would like to thank the residents living in the vicinity of the Gage Forest for their cooperation and understanding as we conducted silviculture operations on this site. While we try to schedule the most intrusive work for the briefest periods of times and in locations that will have the least impacts to abutters, we understand that these operations can involve relatively loud equipment. We thank you for your understanding and assure you that the forestry activities will result in a healthier forest and a better environment for the long term.

Other Activities

The Town Forest Committee members are also active participants in other town activities and on town committees. Hugh Maguire is chair of the Water Commissioners, Chip Barrett is the town Tree Warden and Highway Superintendent and is our representative on the Northern Middlesex Stormwater Collaborative, and James Gozzo serves as a Conservation Commissioner, a Fence Viewer, and an Election Officer (Precinct Warden).

Anyone interested in more information about the Town Forest Committee and our ongoing activities is always welcome to contact us and to attend our meetings, which are posted on the town’s website (westfordma.gov/AgendaCenter) and the Town Hall bulletin board. We generally meet on a weekday mid-afternoon at the Highway Department conference room. Our website: westfordma.gov/980/Town-Forest-Committee

TREE WARDEN

The Tree Warden for the Town of Westford is also the Superintendent of Streets, reporting to the Town Manager who reports to the Board of Selectmen. Responsibilities include:

Richard (Chip) Barrett
Tree Warden

- the care and maintenance of shade and ornamental trees within the town right-of-ways
- the removal of dead or hazardous trees within the town right-of-ways
- emergency removal of storm damaged trees
- determining, with the assistance of the Engineering Department, ownership of trees needing to be removed or trimmed (based on GIS measurements)
- determining the condition of trees, particularly with respect to public safety
- care and control of parts of trees and shrubs that extend or overhang the limits of any public roads or grounds
- removing, or causing to be removed, all illegally erected signs or advertisements placed upon trees within any public road or place under the warden's jurisdiction

The Tree Warden maintains public shade trees predominantly in response to requests from residents for service. Storm-damaged trees also are routinely repaired to ensure the long-term health of the affected trees.

Through the Tree Warden's office, we assisted in coordinating with National Grid a new enhanced vegetation management program that introduced new standards for the removal of vegetation and hazardous trees along the circuit that feeds most of Forge Village, Graniteville, and the northern part of town.

In May 2020 we were faced with the cleanup of a major weather event that consisted of a term in meteorology known as a straight line microburst. This consisted of heavy rains and winds over 100 miles per hour plowing through town from Millstone Hill in the northwest corner of town to the Nabnasset Country Club.



Damage caused by microburst to Summer Village home

TREE WARDEN—CONTINUED

As Tree Warden, I express my appreciation and thanks to the Town Forest Committee, Board of Selectmen, Town Manager, and the employees of the town for their support, cooperation, and assistance during the past year.

12 NORTH MAIN STREET TASK FORCE

The 12 North Main Street Task Force remains diligent in its efforts to shepherd the iconic mill building into its next chapter. COVID-19 keeps us apart, but video meetings with engineers and team members keep us focused on our efforts to complete a Phase 2 environmental study inside the building. Safety continues to be the town’s top priority as we continue to work with the Westford Planning and Building Departments to gain safe access for the licensed site professionals to complete their testing. Economic Development Committee members continue to be an excellent source for opportunities, helping to identify and work with potential private parties who may be able to make use of all or the significant components of the mill building.

Website: westfordma.gov/356

- Jane Hughes**
Chair

Nancy Cook
Vice-Chair

Thomas Barry
Nancy Bissell
Jane Calvin
Robert Downing
David Gutbrod
Eric Heideman
Jeff Morrisette
Andrea Peraner-Sweet
Jeff Stephens
James Vanbever
Robert Waskiewicz

William Nussbum
Alternate

VETERANS SERVICES DEPARTMENT

This office is not affiliated with the U.S. Department of Veterans Affairs or the Massachusetts Department of Veterans' Services.

Ryan Cobleigh
*Veterans Service Officer/
Veterans Agent*

Programs and Services

The Veterans Services office is located in the Millennium Building behind Abbot School at 23 Depot Street.



The town of Westford's Veterans Services Department serves as an advocate for all veterans and their dependents. The department advises residents as to the availability of federal and state services and benefits to which they are entitled and provides financial assistance to qualifying veterans, surviving spouses, and their dependents. The department also administers services and financial assistance under the provisions of M.G.L. Chapter 115 and CMR 108. Many times, we can assist with locating jobs with our state partners at the Career Centers.

This office is usually able to assist veterans who are unable to locate their discharge papers. We also will work with the National Archives to obtain discharge papers that are not found in the Massachusetts collection. Expedited service is available for any immediate needs.

Summary

According to the Street Listing, Westford has 760 veterans who may be eligible for benefits along with surviving spouses of veterans. The largest group is Vietnam-era veterans with World War II and Korean era veterans right behind them in numbers. The area Veterans Administration medical facilities have been ramped up to support returning troops with special programs that address physical and psychological concerns encountered during their time in the service. We have some of the best VA medical centers in Boston, Bedford, and Manchester that also host the community-based clinics scattered throughout New England. Most of our veterans are reporting excellent care from the VA.

During the last reporting period, the VA was paying over \$15,500 every month in disability/compensation benefits to Westford residents. *Every* veteran is encouraged to get enrolled and introduced to the medical services available to them via the VA healthcare system. While VA healthcare does not replace veterans' "civilian" healthcare services, it will supplement their existing coverage. In many cases, the veteran may have zero co-pay for medications. Some may get their hearing aids or eyeglasses for free, if eligible.

In FY 2020, 113 residents/veterans received M.G.L. Chapter 59, §5 Clause 22(a-f) exemptions resulting in over \$187,000 total reduction of their property taxes.

VETERANS SERVICES DEPARTMENT – CONTINUED

In this reporting period, we handled several hundred inquiries from our veterans and their families. We currently have several active Chapter 115 recipients who receive monthly financial assistance. In FY 2020, over \$68,500 in Chapter 115 funds went to local residents who qualified. 75% of this amount is reimbursed by the Commonwealth.

Thanks to our community volunteers and T.R.E.A.D. (Tax Relief for the Elderly and Disabled) workers, we have photographically documented many of the deceased Westford veterans' grave markers/headstones in an online database (data.westfordma.gov/vets). We continue to update this information as well at the Find A Grave website. Many gravesites are geo-marked so that those with smartphones can almost walk right to the veteran's gravesite. This is an ongoing project.

This past December holiday season, a local resident organized a Wreaths Across America fundraising effort to place holiday wreaths on the graves of veterans at Fairview, Russian Brotherhood, and Pine Grove cemeteries. A group of volunteers placed over 1,100 wreaths on the graves. To learn more about this program and donate to this effort, go to wreathsassamerica.org/MA0049

The American flags on veterans' gravesites are put in place before Memorial Day and removed after Veterans Day each year by the members of Frederick S. Healy American Legion Post 159. This schedule was put in place so that the flags are not buried in the snow during the harsh winter months. Every attempt is made to honor a veteran in this way but occasionally we miss a veteran's grave, or the flag is missing. Please do not hesitate to contact the Veterans Service Department to address this issue.

This department cannot speak highly enough of the many residents who have volunteered to support us this year with their time and effort towards our veterans' holiday programs. Thanks to our other town departments in coordinating services to the veteran community, making sure they can tap into any of the resources available to them.

Please check our internet presence at the following links:
Westford Veterans Services homepage: westfordma.gov/veterans
Westford Military Burial Index: data.westfordma.gov/vets
Westford Honor Roll: data.westfordma.gov/honorroll/
Facebook: [WestfordDVS](https://www.facebook.com/WestfordDVS)

Veterans Services Department Staff

Director – Ryan Cobleigh

Senior Assistant – Heather Monahan

WATER DEPARTMENT

The Westford Water Department employs a staff of 15 to manage and maintain the town's water system and its resources. The full-time superintendent and a three-member Commission with one alternate are responsible for the department, which is charged by the town to provide safe, high-quality, uninterrupted water at a reasonable pressure. The Water Department must also adhere to water quality requirements established by the U.S. EPA and the Massachusetts Department of Environmental Protection (MassDEP). The Board of Water Commissioners typically meets once a month. To

have a topic added to the agenda, notify the Business Manager by no later than 48 hours prior to the meeting date. For more information, visit the Water Department's website at westfordma.gov/507/Board-of-Water-Commissioners.

Board of Water Commissioners

Hugh C. Maguire

Chair

Titus Palmer

Vice-Chair

Chauncey Chu

Secretary

Tim Hall

Alternate

Water Department Staff

Stephen Cronin – Superintendent

Dave Crocker – Operations Manager

Mark Warren – Environmental

Compliance Manager

Larry Panaro – Business Manager

Wayne Beauregard, Paul (Pip) Ricard,

Foremen, Rob Daley, Joe Emerson,

Scott Harkins, Chris MacPherson,

Keith McLaughlin – Licensed Well

Specialists

Sandra Kane – Records Supervisor II

Dianne Tyman – Records Supervisor I/Billing

Susan Silvia – Records Supervisor I/Collections



Retirement of Licensed Well Specialist Chris MacPherson

One of our long-time operators, Chris MacPherson, retired this January after 38 years of distinguished service to the town of Westford. Chris started working for the town in 1981, transferring to the Water Department after 16 years with the Highway Department. Chris participated in many significant changes to the Water Department during his career, including construction of two treatment plants, three water storage tanks, two new groundwater supply wells, and over 30 miles of water main, and the addition of 1200 new customers. The Water Department is grateful for Chris's many years of dedicated service to the town and Water Department.

Jonas and Emerson Road Water Main Replacement Project

This project began in September 2019 and involved replacement of the existing 1.5-inch galvanized steel (Jonas) and 2-inch galvanized steel (Emerson) water main with 8-inch ductile iron. Identified in our Master Plan as an area requiring improvement, this project took on extra urgency after discovery of the deteriorated condition of a galvanized main in the area during the summer of 2018, and will improve area water quality and system resiliency. The project was completed at the end of October 2019.

WATER DEPARTMENT — CONTINUED

Route 40/Dunstable Road Water Main Installation Project

Water main installation was completed in August 2019. This project included the installation of a 12-inch ductile iron water main from St. Augustine Drive to Long Sought for Pond. In addition, a 12-inch ductile main was installed along Dunstable Road for a couple hundred feet in both directions and stubbed for future system expansion.

This project was performed in coordination with the Massachusetts Department of Transportation Intersection Redesign project. We were able to realize a significant cost savings by performing this water main replacement in conjunction with the state-funded transportation improvement project.

Stony Brook Flow Restoration Project Continuation

The Westford Water Department was a joint recipient of a Massachusetts Department of Environmental Protection Water Management Act Grant in FY 2020. This grant provided funding for a third phase of the Stony Brook Flow Restoration Project with the objective of assessing opportunities for improved streamflow in the Stony Brook watershed through development of a coordinated Streamflow Restoration Plan. The project included stakeholder meetings, creation of a Low Flow Release Protocol and Stakeholder Engagement Plan, a feasibility assessment of the Forge Dam retrofitting to more reliably manage streamflow and upstream impoundment levels, and submission of permit applications for authorization of low flow releases. A final report detailing the project activities and recommendations was prepared and provided to the Westford Water Department.

Rain Barrel Sale

The Water Department partnered with Great American Rain Barrel of Hyde Park, MA for a rain barrel sale in the spring of 2020. Rain barrels can be connected to a home's downspout to collect rainwater for lawn and garden irrigation. These devices serve as an effective means to conserve water and to reduce storm runoff. A total of 27 rain barrels were sold in FY 2020 under the Westford community program. The Water Department anticipates continued participation in the annual community rain barrel program.

Infrastructure Improvement

- repainted 307 fire hydrants
- replaced 4 fire hydrants
- added 16 fire hydrants
- added 1.05 miles of water main

Perchlorate Investigation and Treatment

The Water Department continued its active role in the ongoing perchlorate remediation and treatment project operation of the Highway Garage Perchlorate Treatment plant and additional monitoring functions.

Public Outreach

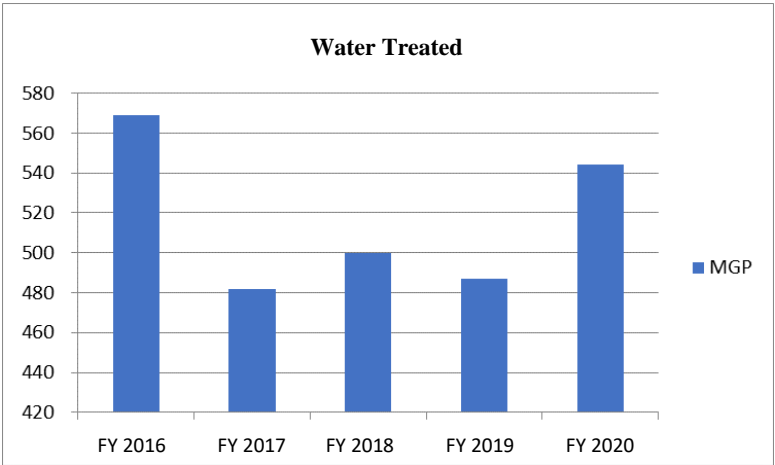
The Water Department continued its public outreach efforts in FY 2020, which included the biannual newsletter "Resource," and the annual Consumer Confidence Report which informs the public about water quality issues, pollution prevention, water conservation, backflow prevention, and Water Department changes.

WATER DEPARTMENT — CONTINUED

Treated Water Usage at a Glance (million gallons pumped)

Month	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
July	70.373	70.080	56.513	70.39	62.68
August	73.594	46.569	58.527	54.81	63.30
September	73.257	39.776	49.294	50.68	54.72
October	42.269	34.144	41.560	36.70	41.18
November	33.141	30.237	31.541	31.80	32.93
December	32.951	32.377	31.555	31.97	33.73
January	30.303	32.532	31.901	32.81	33.68
February	28.519	28.741	28.015	28.71	30.18
March	30.354	34.221	31.327	33.50	33.22
April	32.469	32.625	31.347	33.42	32.51
May	47.805	44.056	44.219	37.39	50.44
June	74.311	56.326	64.088	44.37	75.33
Total	569.346	481.685	499.887	486.56	543.11

Note: The fiscal year (FY) runs from July 1 through June 30.



MGP = million gallons pumped

WATER DEPARTMENT — CONTINUED

Water Department Statistics

Total system water storage capacity = 5.28 million gallons

FY 2020 number of:

Total Water Dept. fire hydrants	1104
Total active accounts	5,735
New accounts	59
Service leaks renewed or repaired	14

Total miles water main	138.8
Water main breaks and repairs	4
Total miles water main added	1.05

Note: Calendar-year statistics are reported in the annual Westford Water Department Consumer Confidence Report.

A service renewal is replacement of the line from the main to the customer meter. A service leak is located within the line from the main to the customer meter.

ZONING BOARD OF APPEALS

Staff

Jeffrey Morrisette – Director of Land Use Management
Rebecca Cheney – Town Planner
Matthew Salem – Assistant Planner
Erin Toothaker – Permitting Program Assistant

The Zoning Board of Appeals (BOA) typically meets at 7:00 PM on the third Wednesday of each month in Meeting Room 201 at Town Hall. Meetings are open to the public and are televised on Westford Community Access Television (WestfordCAT). During the pandemic, it has been meeting remotely. The broadcasts can be viewed online at westfordcat.org. Recordings of the meetings are made available on WestfordCAT within a few days of the meeting date.

Bob Herrmann
Chair

Scott MacKay
Vice-Chair

James Kazeniak
Clerk

Jay Enis
Paul MacMillan

David Earl
Scott Fitzgerald
Alternate Members

There was one active lawsuit involving the BOA as of June 30, 2020, relating to the 11 Brookside Road application for the construction of a Personal Wireless Service Facility (Cell Tower). Two other lawsuits pertaining to the construction of a Personal Wireless Service Facility at 11 and 73 Brookside Road were settled in July 2019. One lawsuit pertaining to 0 & 37 Carlisle Road brought forth during FY 2019 was dismissed in February 2020.

Throughout FY 2020, the BOA held 11 regular meetings and two special meetings. Between March and June 2020, the Board held four remote meetings via webinar due to the ongoing COVID-19 pandemic. The Board acted on 30 applications, with some consisting of multiple petitions. Some examples of requests included the following:

- variances for additions to homes that do not meet setback standards
- variances to allow uses not otherwise permitted by the Zoning Bylaw
- variance to alter a nonconforming structure
- Special Permits to create Accessory Dwelling Units (ADUs) or Home Occupations
- variances authorizing reductions to ADU standards
- Special Permits for the demolition and reconstruction of nonconforming structures
- modifications to prior approvals

Board of Appeals Decisions *issued* between July 1, 2019 and June 30, 2020:

BOA Petitions	Approved	Denied	Withdrawn	Total
Variances*	19	0	3	22
Special Permits**	16	0	1	17
Modifications	4	0	0	4
Comprehensive Permits (40B)	0	0	0	0
Totals	39	0	4	43

ZONING BOARD OF APPEALS—CONTINUED

*Summary of Variances Granted

8	Setbacks (4 side yard, 2 front yard, 2 rear yard)
2	Reduction in lot R-Factor
2	Reduction in lot frontage
2	Reduction in Accessory Dwelling Unit (ADU) standards
2	Authorizing more than 1 structure per lot
1	Authorizing multiple principle uses on 1 lot
1	Authorizing a new nonconformity
1	Reduction in Fence standards

**Summary of Special Permits Granted

8	Nonconforming uses or structures
5	Accessory Dwelling Units
2	Use
1	Conversion of a dwelling to 2 units

Who Is the Board of Appeals?

The Zoning Board of Appeals is a quasi-judicial body chartered under the Massachusetts Zoning Act (Chapter 40A and 40B) and Westford’s Zoning Bylaw. Membership consists of five regular voting members and two alternate members appointed by the Board of Selectmen. The BOA plays a role in regulating land use and development in the town by hearing applications for relief from the standards in the town’s Zoning Bylaw through variances and special permits as well as review of certain uses or activities, appeals of decisions of the Building Commissioner, and comprehensive permits for mixed-income developments in accordance with M.G.L. Chapter 40B. Westford has surpassed the state’s goal under M.G.L. Chapter 40B that more than 10% of housing units in a municipality (including both rental and ownership) be maintained as affordable through permanent deed restrictions and is now in “safe harbor.” As of June 20, 2020, the state’s Subsidized Housing Inventory (SHI) listing for the town of Westford had increased to 13.83%.

Webpage: westfordma.gov/295/Zoning-Board-of-Appeals

GENERAL MEETING TIMES OF BOARDS AND COMMITTEES

The chart below lists the general meeting times and locations of many town boards and committees. Their meeting times and locations are subject to change. For up-to-date information about all boards' and committees' scheduled meetings and their agendas, check the town's Agenda Center webpage, westfordma.gov/AgendaCenter, or the bulletin board inside Town Hall's back door, or contact the Town Clerk's office: townclerk@westfordma.gov or 978-692-5515. Options for accessing meetings held remotely are included on the agenda.

Board/Committee	Day of the Month	Time	Location
Affordable Housing Trust Fund	1 st Wednesday	7:00 p.m.	Westford Housing Community Room, 65 Tadmuck Rd.
Board of Health	2 nd Monday	6:00 p.m.	Town Hall, 55 Main St.
Board of Selectmen	2 nd & 4 th Tuesday	7:00 p.m.	Town Hall, 55 Main St.
Capital Planning Committee	Friday (Sept.–Feb.)	8:30 a.m.	Town Hall, 55 Main St.
Cemetery Commission	2 nd Tuesday	8:30 a.m.	Pine Grove Cemetery Office, 68 Forge Village Rd.
Commission on Disability	4 th Thursday	7:00 p.m.	Town Hall, 55 Main St.
Conservation Commission	2 nd & 4 th Wednesday	7:30 p.m.	Town Hall, 55 Main St.
Council on Aging	2 nd Wednesday	4:00 p.m.	Cameron Senior Center, 20 Pleasant St.
Economic Development Committee	3 rd Thursday	8:15 a.m.	Town Hall, 55 Main St.
Historical Commission	3 rd Wednesday	7:00 p.m.	Museum Cottage, 4 Boston Rd.
Housing Authority	2 nd Thursday	7:00 p.m.	Alternates between the Sargent School, 7 Cross St. and Westford Housing Community Room, 65 Tadmuck Rd.
Library Trustees	1 st Monday	7:00 p.m.	J. V. Fletcher Library, 50 Main St.
Nashoba Valley Technical High School District School Committee	2 nd Tuesday	7:00 p.m.	Nashoba Valley Technical High School, 100 Littleton Rd.

GENERAL MEETING TIMES OF BOARDS AND COMMITTEES

—CONTINUED

Board/Committee	Day of the Month	Time	Location
Parks & Recreation Commission	1 st Monday	6:30 p.m.	Roudenbush Community Center, 65 Main St.
Permanent Town Building Committee	As called	6:30 p.m.	Rogers Fire Station, 65 Boston Rd.
Planning Board	1 st & 3 rd Monday	7:30 p.m.	Town Hall, 55 Main St.
Recycling Commission	2 nd Thursday	7:00 p.m.	Town Hall, 55 Main St.
School Committee	Every other Monday	7:00 p.m.	Millennium School, 23 Depot St.
Water Commission	1 st & 3 rd Thursday	9:00 a.m.	Water Dept. Operations Center, 60 Forge Village Rd.
Zoning Board of Appeals	3 rd Wednesday	7:00 p.m.	Town Hall, 55 Main St.

DIRECTORY OF TOWN DEPARTMENTS

Note: Due to the COVID-19 pandemic, public access to town buildings may be limited.

Department	Address	Office Hours	Main Phone
Animal Control Department	Town Hall 55 Main St.	Leave message or call Police Dispatch (emergency only)	978-692-4574 978-399-2345
Assessors' Office	Town Hall 55 Main St.	M-F, 8 a.m.-4 p.m.	978-692-5504
Bylaw Enforcement	Town Hall 55 Main St.	M-F, 8 a.m.-4 p.m.	978-692-5527
Cameron Senior Center/ Council on Aging	20 Pleasant St. P.O. Box 2223	M-F, 8 a.m.-4 p.m.	978-692-5523
Cemetery Department	Pine Grove Cemetery Office 68 Forge Village Rd.	M-F, 7 a.m.-3:30 p.m.	978-692-5526
Conservation Commission	Town Hall 55 Main St.	M-F, 8 a.m.-4 p.m.	978-692-5524
Emergency Management Agency	<i>Contact Public Safety Communications Department to be connected to an Emergency Management Director</i>		978-399-2345
Engineering Department	Town Highway Facility, 28 North St.	M-F, 7:30 a.m.-3:30 p.m.	978-692-5520
Facilities Department	Millennium School 23 Depot St.	M-F, 8 a.m.-4 p.m.	978-399-2435
Finance Department	Town Hall 55 Main St.	M-F, 8 a.m.-4 p.m.	978-391-2573
Fire Department	65 Boston Rd. P.O. Box 296	M-F, 8 a.m.-4 p.m. (dispatch 24 hours/day)	Business: 978-692-5542 Emergencies: 911
GIS Department	Town Highway Facility, 28 North St.	M-F, 7:30 a.m.-3:30 p.m.	978-399-2533
Health Department	Town Hall 55 Main St.	M-F, 8 a.m.-4 p.m.	978-692-5509
Highway Department	Town Highway Facility, 28 North St.	M-F, 7:30 a.m.-3:30 p.m.	978-692-5520
Housing Authority	65 Tadmuck Rd.	M-F, 8:30 a.m.-1:30 p.m.	978-692-6011
Human Resources Department	Town Hall 55 Main St.	M-F, 8 a.m.-4 p.m.	978-399-2915
J. V. Fletcher Library	50 Main St.	M-Th 10 a.m.-9 p.m. Fri 1 p.m.-5 p.m. Sat 10 a.m.-5 p.m. Sun 2 p.m.-5 p.m. (Jan- April)	978-692-5555

DIRECTORY OF TOWN DEPARTMENTS—CONTINUED

Department	Address	Office Hours	Main Phone
Land Use Management	Town Hall 55 Main St	M-F, 8 a.m.-4 p.m.	978-692-5524
Museum	2-4 Boston Rd.	Sun 2 p.m.-4 p.m. Office hours: M,W,F, 9 a.m.-1 p.m.	978-692-5550
Parking Clerk	Town Clerk's office Town Hall 55 Main St.	M-F, 8 a.m.-4 p.m.	978-692-5515
Parks & Recreation Department	Roudenbush Community Center 65 Main St.	M-F, 8 a.m.-4 p.m.	978-692-5532
Police Department	53 Main St.	M-F, 8 a.m.-4 p.m. (dispatch 24 hours/day)	Business: 978-399-2345 Emergencies: 911
Public Safety Communications Department	53 Main St.	M-F, 8 a.m.-4 p.m. (dispatch 24 hours/day)	Business: 978-399-2345 Emergencies: 911
School Department	Millennium School 23 Depot St.	M-F, 8 a.m.-4 p.m.	978-692-5560
Tax Collector- Treasurer	Town Hall 55 Main St.	M-F, 8 a.m.-4 p.m.	978-399-2526
Technology Department	1 East Prescott St.	M-F, 8 a.m.-4 p.m.	978-399-2418
Town Accountant	Town Hall 55 Main St.	M-F, 8 a.m.-4 p.m.	978-392-4450
Town Clerk	Town Hall 55 Main St.	M-F, 8 a.m.-4 p.m.	978-692-5515
Town Manager	Town Hall 55 Main St.	M-F, 8 a.m.-4 p.m.	978-692-5501 ext.1
Tree Warden	Town Highway Facility, 28 North St.	M-F, 7:30 a.m.-3:30 p.m.	978-399-2731
Veterans Services Department	Millennium School 23 Depot St.	M-Th, 8 a.m.-4 p.m. (Th, 8 a.m.-noon at Cameron Sr. Center) F, 8 a.m.-4 p.m. by appointment only	978-392-1170
Water Department	60 Forge Village Rd.	M-F, 7:30 a.m.-4 p.m.	978-692-5529

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WESTFORD AT A GLANCE

Incorporated	September 23, 1729
Population	
2010 U.S. Census results	21,951
July 1, 2019 U.S. Census estimate	24,817
Total area	30.2 square miles
Miles of town-accepted roads	155
Miles of steward-maintained walking trails	75
Form of government	Open Town Meeting Board of Selectmen Town Manager
FY 2020 tax rates	
Residential & personal property	\$16.33 per thousand
Commercial & industrial property	\$16.33 per thousand
Website	westfordma.gov

Welcome Home Celebration

Not since Armistice Day in November, 1918, has Westford had so important a day in its history as that of Thursday, January 29, 1920, when, at the town hall, its townspeople participated in its welcome home celebration to her men who served in the world war...

The decorations were beautiful and appropriate. The hall outside and in was draped with red, white and blue. Over the entrance to the building the word "Welcome" in large letters, and which was illumined at night, was the center of the decorations....

The festivities began at four o'clock in the afternoon when a reception to the soldiers, sailors and nurses wearing their service uniforms was given them by the townspeople. The hall was well filled with parents, relatives and friends. Poole's orchestra furnished music throughout the afternoon and evening events, and Albert E. Brown of Lowell, was the song leader....

Dinner was served in the lower hall at six o'clock. Page of Lowell catered and served an elaborate and delicious menu.

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Annual Report Town of Westford
For The Year Ending December 31, 1920



The 2020 Annual Town Meeting was postponed from March 28 to June 20 and held outdoors on the Westford Academy Trustees Field due to the COVID-19 pandemic. Seats were spaced six feet apart, votes were taken by raising voting cards, and voters were required to wear masks except when speaking at the microphones.